

# ECDL Level 2

## Do I need previous experience or qualifications to join the course?

Yes, ideally you will have completed level 1 ECDL/ITQ or OCR level 1. You will need a good level of reading and writing in English and be able to understand written in English and be able to understand written and spoken instructions. You will need to read and understand handouts and on screen information and be able to work independently. You will need an understanding of simple mathematical calculations and of graphs and charts.

## What can I expect to learn?

You can choose the Microsoft Office application to work on and we will work with you to assess the level that you need to be learning at.

You can choose from **Word**, **PowerPoint**, **Excel** or **Access**. In **Word** level 2 you will learn about styles, tables and mail merge. In **PowerPoint** level 2 you will learn about master slides, organisational charts and inserting graphs. In **Excel** level 2 you will learn about functions, graphs and formulae. In **Access** level 2 you will learn about tables, queries and reports. You will also complete a module called **improving Productivity** which will incorporate copying data from one package to another, you will learn about software licensing and copyright within this unit.

## How will the course be delivered?

The course is run as a workshop with support provided by a qualified and experienced tutor. Each unit will be assessed by means of a BCS online test. The units are assessed by a mixture of multiple-choice questions and practical tasks on a PC.

## What do I need to bring?

A pen, note pad and memory stick for the course files

## What Should I do next?

There are options to do a fast track qualification which can be completed within 5 weeks or take up to a year to complete the qualification. You can do individual units too and opt to take the exam if you wish. There are 4 workshops each week:

Wednesday 6-8pm, Friday 09:30– 12:30pm and Friday 1- 4pm.

## What could I do after the course?

After the course you could progress to ECDL level 3 with one of our partner organisations.

**Length of Study**

**Course Duration**



**The Chartered Institute for IT**

**Course Duration**

Hours per week—2

No. Of Weeks—30

Terms—3

Course Cost—£450

Exam Fee—£38

**Who can I talk to find out more?**

Mark Williams 01642 811420 or email [mark.williams@mcls.ac.uk](mailto:mark.williams@mcls.ac.uk)

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