

Course Description and Outline

Course Title	ECDL Level 2 – Tuesday and Thursday		
Level of Course	Level 2	Course Code	Y1182
Duration in Weeks	17 weeks – 2 x 3 hours		
Brief Description of Course What will the course cover?	<p>ECDL Level 2 Extra is made up of 4 modules:</p> <p>Word processing software Spreadsheet software Presentation software Improving productivity using IT.</p>		
Entry Requirements	<p>Completion of ECDL Level 1 is a requirement for this course. Speaking and listening skills at or above Entry 3. Reading and writing skills at or above Entry 3. You must be able to read and follow instructions.</p>		
Main Learning Outcomes for all Learners (Maximum of 5) By the end of the course you will be able to:			
1	Produce a professional looking document incorporating tabs, tables and use in mail merge.		
2	Create a spreadsheet using functions and formulas		
3	Analyse data in chart form		
4	Produce a slide presentation, incorporating master slides, slide transition, animation and graphical objects.		
5	Plan, evaluate and improve procedures involving the use of IT tools and systems in order to improve the productivity and efficiency of work activities.		
Equipment Required What will I need to bring to class?	You will need to bring the enrolment slip to the first class, a notebook, pen and memory stick.		
What courses can I go on to?	This will be discussed at a 1:1 meeting at the end of the course. The Idea Store Learning course guide gives details of all our ICT courses.		

What examination or assessment will there be and what will it involve?

At the start of the course you will complete an initial assessment. This will provide a starting point for your learning. Your Tutor will continuously assess your work and keep a record of your progress.

Mock assessments will be provided prior to taking the final exam.

There will be an online exam for each of the 4 modules 3, 4, 6 & IMPU. Each exam will last 45 minutes and pass mark 75%. Except for IMPU which will last for 1 hour and pass mark 75%.

If you have attended regularly and completed the tasks necessary to achieve the course goals you will gain the necessary reading, speaking, writing and listening skills to continue to the next level.

Please note on all examination courses, it is a requirement that you provide photographic proof of ID. This is for external awarding body and internal invigilation authentication purposes.

How will I know I am making progress?

You will receive regular feedback on practical tasks which will highlight your strengths and areas for improvement. You will have an individual learning plan to monitor your own progress, and you may also want to keep your own diary of your progress.

You will gain more from the course if you commit time to practising outside the classroom.

Is there anything else I need to know?

We expect you to attend all sessions, arrive on time and complete any homework given by your tutor.

In general, we will not allow late entry to any course. In all cases the full fee will be charged

What if I want extra support? Contact the Learner Support and Advice Team

The Learner Support and Advice Team can support learners to achieve their education and employment goals. Information, advice and guidance are given on a range of issues including financial support, support available for learners who are disabled, and learners with learning difficulties. Come and see one of our experienced and friendly advisors who can help you make the next step. For further information, text **IDEA** and your name to **07950 080 341** or email **ideastorelearning@towerhamlets.gov.uk** and a member of the team will get back to you.

This is a brief description of the course content and is not definitive or exhaustive. The course content may be subject to change without notice however the details above are intended to give a picture of the types of activities which may be included on the course.

Course outlines provide a general summary of the contents and material to be covered during lessons. They are subject to change at the discretion of teachers to meet the needs of learners and should not be regarded as prescriptive lists of activities to be covered.

Course Outline V.3