ECDL

## Class of 2018

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| Exam board information:BCS Level 1 ECDL Certificate in IT User Skills 601/1236/0 |

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| Course content:This course is designed to build the learner’s confidence by teaching basic interaction with computers, from start-up to productive use and basic computer housekeeping. Students will have the opportunity to develop their skills and understanding in the use of:* email and the internet
* wordprocessing
* spreadsheet
* database
* presentation software
* improving productivity with IT
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| Skills that will be developed:By completing this qualification, you will develop IT user knowledge and skills in the use of common IT software applications. You can expect to develop skills including: * how to use IT tools to improve productivity; such as using automated tools like templates and short cuts
* how to use email and the Internet safely and develop fundamental knowledge of computer security
* how to create, retrieve and store documents
* how to present information clearly and apply different formatting techniques to enhance the presentation of documents
* how to use IT tools and devices for working and communicating collaboratively.
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| How the course will be assessed:Students will carry out an assignment having completed each unit of work. |

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| To be successful:* Be curious: Students explore, ask questions and problem solve.
* Show commitment: Students show focus when engaged in activities.
* Persistence: Students engage with an activity until they are satisfied with their progress.
* Reflective: Students can reflect on their own learning, respond and take action after receiving feedback.
* Independent: Successful students will be able to think through, act and find solutions to problems for themselves.
* Resilient: Students need to keep motivating and challenging themselves to improve.
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| Onward pathways:This qualification is part of a suite of ITQ qualifications at Levels 1-3, developed by e-skills UK, the Sector Skills Council for Information Technology and aligned to the National Occupational Standards (NOS) for IT Users. By completing this qualification, you will develop the skills and knowledge needed to progress to further vocational learning at level 2.This qualification is designed for people who are looking to gain a basic understanding and capabilities in the use of IT applications and provides the skills and knowledge needed to progress to the next level of learning in IT user skills or any subject where basic IT skills are required, such as administration. |

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| Further information:Contact: Mr J HunterFurther information: * <http://www.bcs.org/upload/pdf/sop-ecdl-l1-cert-flexi.pdf>
* <http://www.bcs.org/category/14424>
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