



# European Computer Driving Licence (ECDL)

## - LEVEL 1 (CLASSROOM BASED OR ON-LINE)

### Length of Course:

40 Guided Learning Hours (Classroom Based) or 6hrs in class plus 30-40hrs Self Study (On-line Option).

### Course Aims

To gain relevant skills in using basic IT tools and applications.

### Learning Outcomes:

By the end of the course learners will be able to.

- Use the internet.
- Send and receive emails and organise your address book using Outlook.
- Use Excel spreadsheet software.
- Use Microsoft Word software.

### Who is the Course for?

Those with some IT skills who wish to start to gain I.T qualifications.

### Do I need any knowledge, skills or qualifications?

You will need a good level of written English (at least Entry 3), a basic knowledge of how to use a computer, possibly an Entry Level qualification.

### Will I gain any qualifications?

Yes - a Level 1 ITQ Certificate (QCF) ECDL Level 1 Award Flexiqua (BCS).

### Qualification Credit Framework Value:

11 credits at Level 1

### How will I learn?

This course can either be classroom based or on-line with an element of classroom based learning. You will work alone, or in small groups led by a specialist tutor in a dedicated IT room. You will also have the benefit of written materials and access to on-line resources to support your learning between classes. You will be assessed by an on-line test for each unit. The on-line assessments must be taken in a designated centre with an invigilator present.

### What could this course lead to?

A level 2 ITQ course such as ECDL Level 2.

### What materials or equipment will I need to provide?

Basic stationery, a ring binder for handouts, a pen. You will also need to supply a memory stick.

### Other Information:

This is not a course for absolute beginners. You will gain an ITQ Level 1 Award which is 'worth' 11 credits on the QCF which can contribute towards a higher level course. Once a learner has completed both this course and ECDL Level 2 Extra Computer Skills they will have gained a full European Computer Driving Licence (ECDL) at Level 2 as well as an ITQ Level 2 qualification.

Learners must complete the associated introductory course prior to starting this course. It will be useful to have access to Microsoft Office software but not obligatory.