

Certificate for IT Users (ECDL Advanced) Level 3 (ITQ)



INTRODUCTION

These level 3 units are designed to build upon an individual's existing knowledge of Microsoft Office software applications. This course option provides flexibility and choice for learners and is designed to reflect the work of everyone who uses IT skills in their day to day work roles.

WHAT WILL I DO

You will work through learning materials at your own pace in the Learning Centre. A tutor is available in the Centre at all times to provide assistance although the courses are designed for independent learning. Each unit is assessed individually by a practical test.

You can choose from the following units:

- Word Processing
- Spreadsheets and Graphs
- Databases
- Presentations

More details of the content of each of the units are given on the attached sheet.

HOW LONG WILL IT TAKE

Each unit is expected to take about 40 hours. You will study at your own pace, booking sessions at times convenient to yourself.

Although we would expect you to commit to a minimum of 1 session a week, experience has shown us that students who attend for 2 or more sessions a week are more likely to complete and achieve the course. Based on an average of 2 sessions a week the course should be completed in about 4 months.

FEES

The cost of each unit including the assessment fee is £282, payable in full on enrolment. Resits may be taken at a cost of £10 each.

These units are not funded (subsidised) by the Government Funding Agency and therefore no concessions are available for benefit recipients.

ADDITIONAL INFORMATION

You can start this course at any time of the year. Contact the Learning Centre to find out the dates of the next induction sessions.

OPENING HOURS

Open for IT sessions

Monday and Tuesday 9.00 to 1.00 and 6.00 to 9.00

Wednesday to Friday 9.00 to 1.00

Open for Enquiries

Monday to Thursday 9.00 to 1.00 and 2.00 to 4.00

Friday 9.00 to 1.00

HOW TO APPLY

You can apply for this course by applying [online](#), by filling out an application form from the College prospectus or by contacting the Information Officer on 01205 313218 for further information.

Boston College
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The Information on this Course Information Sheet is correct at time of print, but can be subject to change at anytime.