

Certificate in IT User Skills (ECDL Extra) BCS Level 2 (ITQ)



INTRODUCTION

ECDL Extra is a full level 2 qualification that is designed to assess the core applications that an IT user requires: Word Processing Software, Spreadsheet Software and Presentation Software.

This qualification also includes a mandatory unit **Improving Productivity Using IT** which has been developed to reflect the standards of competence expected by employers. This unit demonstrates that candidates can apply their relevant skills and knowledge to develop a specified outcome, product or solution. The candidate must independently determine, select and apply the necessary IT tools and techniques to achieve their goal.

In order to achieve this qualification the candidate must complete all 4 modules.

Word Processing Software

- Creating, formatting and finishing a word processing document ready for distribution
- Using more advanced word processing features such as creating standard tables, using pictures and images within a documents, importing objects and using mail merge tools

Spreadsheets Software

- Developing, formatting and using a spreadsheet
- Carrying out standard mathematical and logical operations using basic formulas and functions
- Using more advanced features such as importing objects, and creating graphs and charts

Presentation Software

- Creating, formatting and preparing presentations for distribution and display
- Using master slides
- Carrying out basic operations with graphics and charts
- Use of various slide show effects

Improving Productivity Using IT (mandatory)

- Understanding the context in which IT is to be used or the conditions that may affect the way IT is to be used
- Understanding what outcome needs to be developed, and the expectations and requirements that the outcome must meet
- Ability to evaluate the strengths and weaknesses of the use of IT, including identifying improvements to inform future work.

HOW LONG WILL IT TAKE

This course is offered at varied times at the College's Learning Centres. Sessions can be booked to suit your own commitments allowing a great deal of flexibility.

Each unit is expected to take about 30 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 9 months.

ENTRY QUALIFICATIONS

There are no formal entry requirements, although ideally the candidate must have a Level 1 IT User qualification or equivalent vocational experience.

WHERE COULD IT LEAD

People who have successfully completed the ECDL course will have acquired IT skills over a range of the most popularly used computer applications. These skills are useful in a huge range of work and home environments.

This qualification will allow for progression to BCS Level 3 Certificate (ECDL Advanced) and will complement other vocational qualifications.

FEES

Information Technology courses at Boston College are reasonably priced, and are frequently offered at special rates. Please contact your nearest Learning Centre for the latest fees information.

ADDITIONAL INFORMATION

Where courses last for more than one year, only the first year's fees are shown.

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.

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