




BCS Level 2 ECDL

Course Title	BCS Level 2 Certificate in IT User Skills (ITQ) (QCF) (units of ECDL)
Please note	It is also possible to study this course in Units if you are unemployed, seeking work and in receipt of particular benefits
Duration	One unit 4 weeks- Full course 16 weeks
Venue/Times	Tameside ACE, Stamford Chambers, 68 Old Street, Ashton under Lyne, OL6 7RX Tuesday 9.30am-3.30pm or Thursday 9.30am-3.30pm
Entry requirements	ITQ Level 1 Qualification or good working knowledge of applications at level one/entry assessment for IT skills and Maths and English comprehension at level one
Main objectives	 <p>ITQ Level 2 Certificate in IT User Skills (BCS) incorporating units of ECDL is an internationally recognised full level 2 qualification that enables people to develop and demonstrate their competence in computer skills. It is designed to cover the key concepts of computing, their practical application and their use in the workplace and society</p> <p>To obtain the ITQ Qualification you are required to complete the mandatory unit and 3 optional units (16 credits) and take an assessment on each. You will gain the ITQ Level 2 ECDL Certificate in IT User Skills (QCF)</p> <ul style="list-style-type: none"> ➤ Improving Productivity using IT (Mandatory) 4 Credits ➤ Word Processing 4 Credits ➤ Spreadsheets 4 Credits ➤ Using databases 4 Credits ➤ Presentation Software 4 Credits
Method of study	Tutor taught workshop
Materials required	Online learning materials provided.
Assessment methods	Learners are required to take an assessment for each unit.
Possible progression routes	ITQ Level 3 Certificate in IT User Skills (BCS) with external providers
Fees	Free if in receipt of some benefits Full Fee £393
Contact for information	Tel: 0161 342 4063