



ECDL



ECDL Advanced



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www.edenhousecomputing.co.uk

0845 643 9 346

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ECDL for international Students (All Modules – 1 Academic Year)

The Course :



The computing department at Eden House College boasts an exceptionally well equipped computer lab and training facilities. We offer a wide range of computing applications covering skills and qualifications from Basic Computing to Advanced office applications,

Course Structure:

ECDL - All Modules (1 Academic Year)

Full time course, three hour sessions Monday – Friday per week, Students can select and attend all ECDL modules with set lessons following the ECDL (European Computer Driving Licence) syllabus. Students must pass seven individual modules to obtain ECDL certification.

(International students must attend a 15 hours of study session per week)

Minimum Level:	Beginners / Intermediate
Course Length:	1 Academic Year
Hours:	3 Hours Per Day, 5 days a Week
Class Size:	12 Maximum
Teaching Method:	Tutor Supported interactive
Price	£1850

Course Contents:

The full scope of subjects available for ECDL Standard students are as follows:

- Module 1 - Basic Concepts of Information Technology
- Module 2 - Using the Computer and Managing Files
- Module 3 - Word Processing with "Microsoft-Word"
- Module 4 - Spreadsheets with "Microsoft-Excel"
- Module 5 - Databases with "Microsoft-Access"
- Module 6 - Presentations with "Microsoft-"PowerPoint"
- Module 7 - Information and Communication with "Outlook Express" and "Internet Explorer"

ECDL Standard students MUST take all 7 exams to obtain the ECDL qualification and will have the opportunity to proceed to ECDL Advanced examinations from the BCS (British Computer Society). Eden House College is an accredited tests centre for the BCS "ECDL" qualifications so students can take their exams right here at the college.

To book your place, please contact us on ecd1@edenhouse.co.uk or call 0845 643 9 346

Module 1: Concepts of Information Technology

The primary objective of the course is to broaden a user's knowledge of Information Technology.

Programme Developed For

Users with no experience in working with computers aiming to broaden their knowledge

Prerequisites

A basic knowledge of using a personal computer in the Windows environment is an essential prerequisite for this course.

- Knowledge of personal computer fundamentals
- Experience in working within the Microsoft Windows environment
- A reasonable degree of keyboard proficiency
- Experience in using a mouse

Programme Focus

1. General Concepts
2. Hardware
3. Software
4. Information Networks
5. The use of IT in Everyday Life
6. Health and Safety, Environment
7. Security
8. Copyright and the Law

Certification

Participation Certificate Only / ECDL®

Progression

Professional Certifications (MCP)

Module 2 - Using the Computer and Managing Files

The primary objective of the course is to broaden a user's knowledge of Ms Windows Operating System.

Programme Developed For

Users with hands on experience in the PC environment and intermediate knowledge of Office applications. This course will broaden the student's knowledge leading towards an internationally recognised Qualification.

Prerequisites

A basic knowledge of using a personal computer in the Windows environment is an essential prerequisite for this course.

- Knowledge of personal computer fundamentals
- Experience in working within the Microsoft Windows environment
- A reasonable degree of keyboard proficiency
- Experience in using a mouse

Programme Focus

1. Computer Environment
2. Desktop
3. Managing Files
4. Viruses
5. Print Management

Certification

Participation Certificate Only / ECDL[®]

Further Progression

Professional Certifications (A+, MCP, MCSA, MCSE)

Module 3 - Word Processing with "Microsoft-Word"

The primary objective of the course is to broaden a user's knowledge of MS Word

Programme Developed For

Users with hands on experience in the PC environment and intermediate knowledge of Office applications. This course will broaden the student's knowledge leading towards an internationally recognised Qualification.

Prerequisites

A basic knowledge of using a personal computer in the Windows environment is an essential prerequisite for this course.

- Knowledge of personal computer fundamentals
- Experience in working within the Microsoft Windows environment
- A reasonable degree of keyboard proficiency
- Experience in using a mouse

Programme Focus

1. First Steps with Word Processing
2. Adjust Settings
3. Insert, Select and Edit Data
4. Search and Replace
5. Text Formatting
6. Paragraph Formatting
7. Document Formatting
8. Insert Tables
9. Working with Charts, Pictures and Images
10. Perform Mail Merge
11. Prepare Outputs

Certifications

Participation Certificate Only / ECDL[®]

Further Progression

- Microsoft Office Specialist (MOS),
- European Computer Drivers Licenses (ECDL),
- Advanced ECDL[®] Word Processing

Module 4 - Spreadsheets with "Microsoft-Excel"

The primary objective of the course is to broaden a user's knowledge of MS Excel

Programme Developed For

Users with hands on experience in the PC environment and intermediate knowledge of Office applications. This course will broaden the student's knowledge leading towards an internationally recognised Qualification.

Prerequisites

A basic knowledge of using a personal computer in the Windows environment is an essential prerequisite for this course.

- Knowledge of personal computer fundamentals
- Experience in working within the Microsoft Windows environment
- A reasonable degree of keyboard proficiency
- Experience in using a mouse

Programme Focus

1. Open and Close the application
2. Create new Spreadsheet and save in different formats
3. Adjust Settings
4. Insert and Edit Data in cells
5. Handling Worksheets
6. Formulas and Functions
7. Formatting
8. Charts and Graphs
9. Prepare Outputs

Certification

Participation Certificate Only / ECDL[®]

Progression

- Microsoft Office Specialist (MOS),
- European Computer Drivers Licenses (ECDL),
- Advanced ECDL[®] Spread Sheets

Module 5 - Databases with "Microsoft-Access"

The primary objective of the course is to broaden a user's knowledge of MS Access.

Programme Developed For

Users with hands on experience in the PC environment and intermediate knowledge of Office applications. This course will broaden the student's knowledge leading towards an internationally recognised Qualification.

Prerequisites

A basic knowledge of using a personal computer in the Windows environment is an essential prerequisite for this course.

- Knowledge of personal computer fundamentals
- Experience in working within the Microsoft Windows environment
- A reasonable degree of keyboard proficiency
- Experience in using a mouse

Programme Focus

1. Database Concepts
2. Using the database application
3. Tables
4. Forms
5. Retrieving Information in the form of Queries
6. Reports
7. Prepare Outputs

Certification

Participation Certificate Only / ECDL[®]

Progression

- Microsoft Office Specialist (MOS),
- European Computer Drivers Licenses (ECDL),
- Advanced ECDL[®] Databases

Module 6 - Presentations with "Microsoft-"PowerPoint"

The primary objective of the course is to broaden a user's knowledge of Ms PowerPoint

Programme Developed For

Users with hands on experience in the PC environment and intermediate knowledge of Office applications. This course will broaden the student's knowledge leading towards an internationally recognised Qualification.

Prerequisites

A basic knowledge of using a personal computer in the Windows environment is an essential prerequisite for this course.

- Knowledge of personal computer fundamentals
- Experience in working within the Microsoft Windows environment
- A reasonable degree of keyboard proficiency
- Experience in using a mouse

Programme Focus

1. Open and Close a Presentation
2. Adjust Settings
3. Developing a Presentation
4. Using Charts, Graphs and Drawn Objects
5. Creating an organisational chart
6. Slide Show Effects
7. Prepare Outputs

Certification

Participation Certificate Only / ECDL[®]

Progression

- Microsoft Office Specialist (MOS),
- European Computer Drivers Licenses (ECDL),
- Advanced ECDL[®] Presentation

Module 7 - Information and Communication with "Outlook Express" and "Internet Explorer"

The primary objective of the course is to broaden a user's knowledge of the Internet

Programme Developed For

Users with hands on experience in the PC environment and intermediate knowledge of Office applications. This course will broaden the student's knowledge leading towards an internationally recognised Qualification.

Prerequisites

A basic knowledge of using a personal computer in the Windows environment is an essential prerequisite for this course.

- Knowledge of personal computer fundamentals
- Experience in working within the Microsoft Windows environment
- A reasonable degree of keyboard proficiency
- Experience in using a mouse

Programme Focus

1. The Internet
2. Web Navigation
3. Web Searching
4. Electronic Mail
5. Messaging
6. Mail Management

Certification

Participation Certificate Only / ECDL[®]

Progression

Internet and email related applications