



ECDL Standard (Individual Modules)

Duration : 30 Hours - Minimum 3 Hours Per Week (Flexible Days)	Course Fees and Start Dates
Maximum Class Size : 8 Students	For the latest start dates and course fees visit www.edenhousecomputing.co.uk

Students can select and attend Individual modules with set lessons following the ECDL (European Computer Driving Licence) syllabus. With this course students can complete their ECDL one module at a time. Students must pass seven individual modules to obtain ECDL certification.

(other attendance patterns are available upon request)

The study session will be supported by qualified teachers with set lessons. Students studying towards a Microsoft (MOS Certification) or the ECDL (European Computer Driving Licence) qualifications will find this course to provide excellent preparation for the respective modules. These are internationally recognized qualifications demonstrating that you have the skills needed to use the most common computer applications efficiently and productively.

- Great for your CV
- Ideal for Office Staff
- Maximum Class Size: 8 Students
- Course Duration: 30 Hours (Flexi-Time)
- Study Method: [Tutor Supported Interactive Sessions](#)
- Create your own timetable by choosing to attend any number of sessions per week until you have used up your 30 hours
- We have three daytime class time to choose from: Morning, Lunchtime or Afternoon. Each class is 3 hours in duration.

	Mon	Tue	Wed	Thu	Fri
09:00 - 12:00					
12:00 - 15:00					
15:00 - 18:00					

ECDL Standard (Individual Modules) - £150

For upcoming dates see www.edenhousecomputing.co.uk

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



Course Contents

Security for IT Users

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| <ol style="list-style-type: none"> 1. System Performance Security 2. Information Security 3. Technology Security | <ol style="list-style-type: none"> 4. Guidelines and Procedures 5. Data Security |
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IT User Fundamentals

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|---|---|
| <ol style="list-style-type: none"> 1. Operating System 2. File Management 3. Maintain Systems 4. Print Management | <ol style="list-style-type: none"> 5. Health and Safety 6. Security 7. Law |
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Word Processing with “Microsoft Word”

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| <ol style="list-style-type: none"> 1. Using the Application 2. Document Creation 3. Formatting | <ol style="list-style-type: none"> 4. Objects 5. Mail Merge 6. Prepare Outputs |
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Spreadsheets with “Microsoft Excel”

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| <ol style="list-style-type: none"> 1. Using the Application 2. Cells 3. Managing Worksheets 4. Formulas and Functions | <ol style="list-style-type: none"> 5. Formatting 6. Charts 7. Prepare Outputs |
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Database Software with “Microsoft Access”

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| <ol style="list-style-type: none"> 1. Understanding Databases 2. Using the Application 3. Tables | <ol style="list-style-type: none"> 4. Retrieving Information 5. Objects 6. Outputs |
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Presentation Software with "Microsoft PowerPoint"

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| <ol style="list-style-type: none">1. Using the Application2. Developing a Presentation3. Text | <ol style="list-style-type: none">4. Charts5. Graphical Objects6. Prepare Outputs |
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Using Email and the Internet

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| <ol style="list-style-type: none">1. The Internet2. Using the Browser3. Using the Web4. Web Outputs | <ol style="list-style-type: none">5. Electronic Communication6. Using E-mail7. E-mail Management |
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