

## ECDL: Extra Certificate in IT User Skills

North East Scotland College

### Venues

Off campus

### Content

This qualification will allow you to develop the IT user knowledge and skills needed to work productively in an administrative job which requires the use of common IT software applications.

You will complete four specific level 2 units from the ITQ framework:

Word Processing Software; Spreadsheet Software; Presentation Software; Improving Productivity Using IT

You can expect to learn about the following:

How to create and edit word processing documents; How to manipulate numerical data using spreadsheets; How to design and produce presentations to communicate information; How to use IT tools to improve productivity; such as using automated tools like macros and mail merge.

### Start Date

September

### Qualification

Other

### Study Method

Distance and Flexible learning

### Course Length

9 months

### Department

Computing

### Entry Requirements

There are no specific entry requirements for this qualification however if you have not previously studied IT qualifications at level 1, you may benefit from completing ECDL Essentials Award in IT User Skills Level 1 before progressing to this level 2 qualification.

### SCQF Level

5

## Progression Routes

«ProgressionRoutes»

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

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Gallowgate  
Aberdeen  
Aberdeen City  
AB25 1BN

## Website

[www.nescol.ac.uk](http://www.nescol.ac.uk)