

ECDL BASE OFFER – LEVEL 1

Course 30 hours, 4 MODULES:

- **Computer Essentials**
(skills and concepts relating to the use of devices, file creation and management, networks and data security)
- **Online Essentials**
(skills and concepts relating to web browsing, effective information search, online communication and e-mail)
- **Word Processing**
(skills to accomplish everyday tasks associated with creating, formatting and finishing word processing documents, such as letters, CVs, and other documents)
- **Spreadsheet**
(skills to perform tasks associated with developing, formatting, modifying and using a spreadsheet, to use standard formulas and functions, and to competently create and format graphs or charts)

Skills card	60€
4 Exams (30€ per exam)	120€
Course ECDL Base – Level 1	120€
TOT	300€

2 meetings per week, 2 hours each one (TOT 30 hours)

s.y.2018-2019

- Pre-registration about course **15 days before** course date.
(Courses dates on www.sviluppoesolidarieta.org)
- Registration, after confirmation mail, **7 days before** course date.
- Exams every 2 weeks in our Test Centre, registration **10 days before** exam date. (Exams dates on www.sviluppoesolidarieta.org)
- ECDL BASE Certification after all exams
(Instructions on www.sviluppoesolidarieta.org)

P.S. Minimum members number for course 14

The President
Dott. Alfonso D’Amodio