

## ECDL BASE OFFER – LEVEL 2

### Course 20 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 2	80€
<b>TOT</b>	<b>260€</b>

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](http://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](http://www.sviluppoesolidarieta.org))
- ECDL BASE Certification after all exams  
(Instructions on [www.sviluppoesolidarieta.org](http://www.sviluppoesolidarieta.org))

### **P.S. Minimum members number for course 14**

Il Presidente  
Dott. Alfonso D'Amodio