

## ECDL FULL STANDARD OFFER – LEVEL 2

### Course 20 hours, 3 MODULES:

- IT Security  
(learn how to keep your and your organisation's data safe, and how to be safe online, including secure social media use.)
- Presentation  
(create professional standard presentations. Perform tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution.)
- Online Collaboration  
(develops the concepts and skills relating to the setup and use of online collaborative tools, calendars, social media, web meetings, learning environments, mobile technology, and cloud computing.)

3 Exams (30€ per exam)	90€
Course ECDL FULL STANDARD - Level 2	80€
<b>TOT</b>	<b>170€</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 FULL STANDARD Certification after all exams and ECDL BASE Certification (Instructions on [www.sviluppoesolidarieta.org](http://www.sviluppoesolidarieta.org))

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

Il Presidente  
Dott. Alfonso D'Amodio