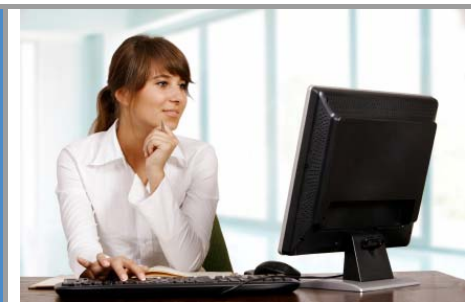


## ECDL ONLINE COURSE (v 5)



The **European Computer Driving Licence (ECDL)** is a relevant and internationally recognised qualification for computer users.

ECDL improves your understanding and efficient use of computers. The course opens up a variety of opportunities through the broad range of skills it provides.

The qualification is widely recognised by employers as proof of ability and competence when working with IT. The ECDL is designed for novice and intermediate computer users. It assumes no prior expertise, and offers a flexible working programme.

### New ECDL Essentials & Extra:

The new ECDL qualification can be broken down into two levels: ECDL Essentials and ECDL Extra. These can be taken individually to obtain single certificates, or together to achieve the overall ECDL qualification.

ECDL Essentials is a Level 1 ITQ Award and consists of modules 1, 2 & 7, which gains 12.5 performance points for schools.

ECDL Extra is a Level 2 ITQ Award and consists of modules 3, 4, 6 and the new Improving Productivity Using IT Module and gains 46 performance points for schools.

The original ECDL is still available as a single qualification comprising of modules 1-7.

The ECDL Online Course materials that we offer are v5 syllabus course materials officially endorsed through The Chartered Institute for IT (BCS).

**Price:**  
£125.00

**Instalment Options:**  
You can spread the payments for this course over 4 monthly payments. 1 initial payment of £50.00, followed by 3 monthly payments of £25.00.

**Course Format:**  
Online Course

**Assessment:**  
ECDL Tests

**Approximate Study Time:**  
80 Hours of Self Study



**The ECDL course consists of all 8 modules to give you the choice of which certification track you want to follow:**

- Module 1 - Security for IT Users
- Module 2 - IT User Fundamentals
- Module 3 - Word Processing
- Module 4 - Spreadsheets
- Module 5 - Database Software
- Module 6 - Presentation Software
- Module 7 - Using E-mail and the Internet
- Module 8: Improving Productivity Using IT

The ECDL Course allows the following options of software depending on what versions you are running on your own PC:

**Microsoft Windows:**

- Windows XP
- Windows Vista

**Microsoft Office:**

- Microsoft Office 2003
- Microsoft Office 2007

**Please Note:** You will need to notify us by email or within the online order form comments box of your software choice so we can set you up with the most suitable course materials.

There is not currently a Windows 7 Course so for students running Windows 7 we recommend choosing the Windows Vista option as this is the closest compatibility match to Windows 7.

**The course consists of the following Units:**

➤ **Unit 1: Security for IT Users**

This module requires candidates to demonstrate knowledge and competence in System Performance, Security, Information Security, Technology Security, Guidelines and Procedures and Data Security.

➤ **Unit 2: IT User Fundamentals**

This module requires candidates to demonstrate knowledge and competence in using the common functions of a personal computer and its operating system. Among other tasks, candidates will learn to operate effectively within the desktop environment and how to manage and organise files and directories/folders.

➤ **Unit 3: Word Processing**

This module enables candidates to demonstrate the ability to use a word processing application to accomplish everyday tasks associated with creating, formatting and finishing small-sized word processing documents such as letters and other everyday documents.

➤ **Unit 4: Spreadsheets**

This module enables candidates to understand the concept of spreadsheets and to demonstrate the ability to use a spreadsheet application. Candidates will understand and be able to accomplish tasks associated with developing, formatting, modifying and using a spreadsheet, in addition to using standard formulas and functions, and demonstrate competence in creating and formatting graphs or charts.

➤ **Unit 5: Database Software**

This module enables candidates to understand some of the main concepts of databases and demonstrate the ability to use a database application. This includes creating and modifying tables, queries, forms and reports, and preparing outputs ready for distribution, as well as learning to relate tables and to retrieve and manipulate information from a database by using query and sort tools.

➤ **Unit 6: Presentation Software**

This module enables candidates to demonstrate competence in using presentation tools on a computer. Candidates will be able to accomplish tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution.

## ➤ **Unit 7: Using Email and the Internet**

The Using Email & the Internet module enables candidates to learn about the Internet and how to use a web browsing application as well as how to understand some of the concepts of electronic mail (email) and know about other communication options.

## ➤ **Unit 8: Improving Productivity Using IT**

The Improving Productivity module, teaches learners about ways in which you can use Information Technology (IT) skills to improve productivity at work. The module shows how you can work more efficiently by planning the use of IT tools and systems, finding out if the tools or systems you had chosen were appropriate for achieving your goal, and then by finding solutions to work faster when using the same tools.

### **Pre-Requirements:**

There are no particular entry requirements although students should be able to comfortably use the Internet.

The course is only available for PCs and is not compatible with Apple Mac. The recommended settings to run this course are: Internet Explorer; Flash Player; Popup windows enabled; Minimum Windows XP Operating System; and Authorware software may also need to be installed for some courses.

### **Course Duration & Support:**

Students may register at any time and have access to the materials online for a 1 year period. The courses are designed as self-study courses but if you have any questions you can email our technical support.

### **ECDL Examinations:**

The BCS and ECDL Portfolio of qualifications has been designed to map directly into ITQ so that when you gain a BCS or ECDL certificate you will also be receiving ITQ certification. ITQ is a portfolio of qualifications which replaced the National Vocational Qualifications (NVQ) for IT and computing. It is a nationally-recognised programme which has been designed by employers to meet the needs of today's businesses.

ECDL tests must be sat at a registered ECDL testing centre. When you sign up with a testing centre they will organise membership with The Chartered Institute for IT (formerly known as British Computer Society - BCS).

We recommend contacting your local testing centres for prices and exam availability prior to starting the course. You should also check to make sure they are offering tests for your chosen Operating System and version of Microsoft Office.

### **Finding Your Nearest Test Centres:**

You can get a list of your 20 nearest testing centres online from the BCS website:

<http://apps.bcs.org/fac/>

When searching for testing centres you should choose "ECDL/ITQ" and "Testing only" from the options and then click "Go Find" which will bring up a list of your 20 closest ECDL testing centres registered for external candidates.

If you require further assistance with finding a suitable testing centre then you should email BCS on: [qualifications@hq.bcs.org.uk](mailto:qualifications@hq.bcs.org.uk) as they can supply further information on appropriate testing centres.