ECDL Online Course

Key Information

<table>
<thead>
<tr>
<th>Course Format:</th>
<th>Price:</th>
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<tbody>
<tr>
<td>Online Course</td>
<td>£175.00</td>
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<tr>
<th>Assessment:</th>
<th>Payment Options:</th>
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<tbody>
<tr>
<td>Written Assignments</td>
<td>Spread the cost over 4 monthly payments</td>
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<tr>
<th>Approximate Study Time:</th>
<th>Initial Payment of</th>
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<tbody>
<tr>
<td>80 Hours (Self-Study)</td>
<td>£85.00</td>
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<tr>
<th>Approximate Delivery Time:</th>
<th>Followed by 3 payments of:</th>
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<tbody>
<tr>
<td>2-4 Working Days (Via Email)</td>
<td>£30.00</td>
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The European Computer Driving Licence (ECDL) is an internationally recognised IT qualification designed to give students the skills to use a computer confidently and effectively. This official ECDL online course can help to improve your understanding and efficient use of computers. The course opens up a variety of opportunities through the broad range of skills it provides.

The ECDL 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, assumes no prior expertise, and offers a flexible working programme. ECDL is the world’s leading computer skills certification. To date more than 14 million people have engaged with the ECDL programme in over 100 countries.

The ECDL qualification is taken from the ITQ (IT User Qualification) framework, which encourage learners to choose from a wide range of units at different levels.

The Different ECDL Qualifications:

The ECDL syllabus can be broken down and delivered with different tests to gain any of the below qualifications:

**IT User Skills - Level 1 Award (ECDL Essentials)** is a Level 1 ITQ Award with 9 Credits and consists of modules 1, 2 & 7. ECDL Essentials is designed as an introduction to IT. (Qualification Accreditation Number - 500/6226/8).

**IT User Skills - Level 2 Certificate (ECDL Extra)** is a Level 2 ITQ Certificate with 16 Credits and consists of modules 3, 4, 6 and 8 (Improving Productivity Using IT). ECDL Extra builds on a students basic knowledge to improve their understanding of word processing, spreadsheets and presentation software packages. (Qualification Accreditation Number - 500/6242/6).

**IT User Skills - Level 2 Certificate (ECDL Core)** is a level 2 Certificate Qualification with 25 Credits. It consists of Modules 1 to 7 and excludes the Productivity in IT module. The qualification opens up a variety of opportunities through the broad range of skills it provides. (Qualification Accreditation Number - 601/8240/4).

**Please Note:** The ECDL Online Course covers Windows 7 and Office 2010 or 2013. The ECDL exams have to be sat at a registered ECDL testing centre and the BCS registration fee and exam fees would be paid directly to the exam centre.

As an alternative to the ECDL Online Course we also offer the **IT Essentials - Level 2 (RQF) Course** which covers Windows 10 and Office 2019/365 or earlier. The IT Essentials Course can lead to the IT User Skills Level 2 Certificate Qualification with 32 credits through the submission of coursework, so there is no requirement to attend test centres.

The IT Essentials Online Course covers the exact same subjects as the ECDL, so it can still be used by students preparing for ECDL tests. The course is also assignment based with full tutor support and will also lead to a certificate of completion for those not wanting to apply for the nationally recognised qualification.
The ECDL Online Course includes all of the 8 modules detailed below, so students can follow their preferred ECDL Qualification. These course modules cannot be sold separately:

- 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 - Internet and Email
- Module 8 - Improving Productivity Using IT

Please Note: The ECDL Online Course currently covers the use of Windows 7 so Unit 2 will be specific to this Operating system. Students need to select a version of Microsoft Office to study. It is possible to complete the course without a version of Microsoft Office as the course does include simulations, although we do recommend having a version available to you so that you can put into practice what you are learning.

You can include the version of Microsoft Office within the comments box of your online order or alternatively we will email you to confirm when an order is placed without this information.

Elective Choices:

- Microsoft Office 2007
- Microsoft Office 2010
- Microsoft Office 2013

The ECDL Online Course consists of the following Units:

- **Unit 1: Security for IT Users**

- **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.
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- **Unit 7: Internet and Email**
  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.

**Prerequisites:**

There are no particular entry requirements although students should be able to comfortably use the Internet. The recommended settings to run this course are: Internet Explorer; Flash Player; Popup windows enabled; and Minimum Windows 7 Operating System. It is possible to use other browsers to run this course although the BCS recommend using Internet Explorer as elements of the course require Flash and Java which not be supported in other browsers.

**APPLE MAC USERS:**

The ECDL Syllabus covers the use of Microsoft Windows and Microsoft Office and is designed for use on a PC. It will be possible to view the course materials using an Apple Mac although the information within the course will be specific to Windows based software and to cover the practical elements within the course the student would need to have the appropriate software.

**Course Duration & Support:**

Students may register at any time and have access to the course materials online for a 1 year period. Email support is available for the full period of your study.

**Qualification:**

The BCS and ECDL Portfolio of qualifications have 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.

**Please Note - ECDL Testing Centres:**

To complete the ECDL tests, students would need to register with and sit their tests at an authorised ECDL testing centre. We recommend contacting local testing centres for test availability and pricing prior to starting the course as the arranging and sitting of tests is the students responsibility.

BCS advise students to find a testing only centre through their search facility:

Click Here to find your nearest ECDL testing centre or search: [https://acforum.ecdl.co.uk/findacentre/](https://acforum.ecdl.co.uk/findacentre/)

When searching for testing only 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.