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ECDL Course and Certification Guide 2020/21

Using a computer effectively is now an essential skill – at home, at college, at university or at work. It can help you communicate more effectively and access information more easily, and a certified computer qualification makes you more attractive to employers.

So how do you gain the best computer skill or demonstrate those that you already have?

The answer is ECDL (European Computer Driving Licence)

It's the world's number one IT user qualification – recognised and valued in workplaces around the globe as proof of competence in IT. It's tried, tested and trusted. ECDL programmes have been delivered to over 13 million people, in 41 languages across 148 countries. Over 2.5 million people have taken ECDL in the UK alone.

Why should I study for ECDL?

Effective IT user skills help you unlock the potential of your computer and the programmes you use. You'll discover new, faster ways to communicate, solve tasks and access information.

- ECDL is regarded by employers across the globe as a benchmark for IT competence and will improve your employment prospects
- It allows you to prove your IT skills which can help you find a job or progress your career
- It builds your confidence in using computers
- It will improve your study skills by making you more efficient and productive
- It's designed for people of all ages and skill levels
- It offers a number of routes for training so you can attain the qualification at your own pace through flexible learning or at a centre, even while in full time employment





Certification Summary

The Official BCS Accredited ECDL (European Computer Driving License) certification is a highly recognised qualification.

It offers you a key recognition of your literacy in computer skills and is designed for novices or casual computer users and will get you to a high computer literacy standard and on completion you will be awarded with the official BCS ECDL certification.



Course Summary

The Official BCS accredited ECDL qualification is designed for absolute beginners and is designed to build your knowledge on the 8 core principles of IT.

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 includes the Productivity in IT module. The qualification opens up a variety of opportunities through the broad range of skills it provides. (Ofqual QAN – Qualification Accreditation Number – 601/8240/4)

Course Description

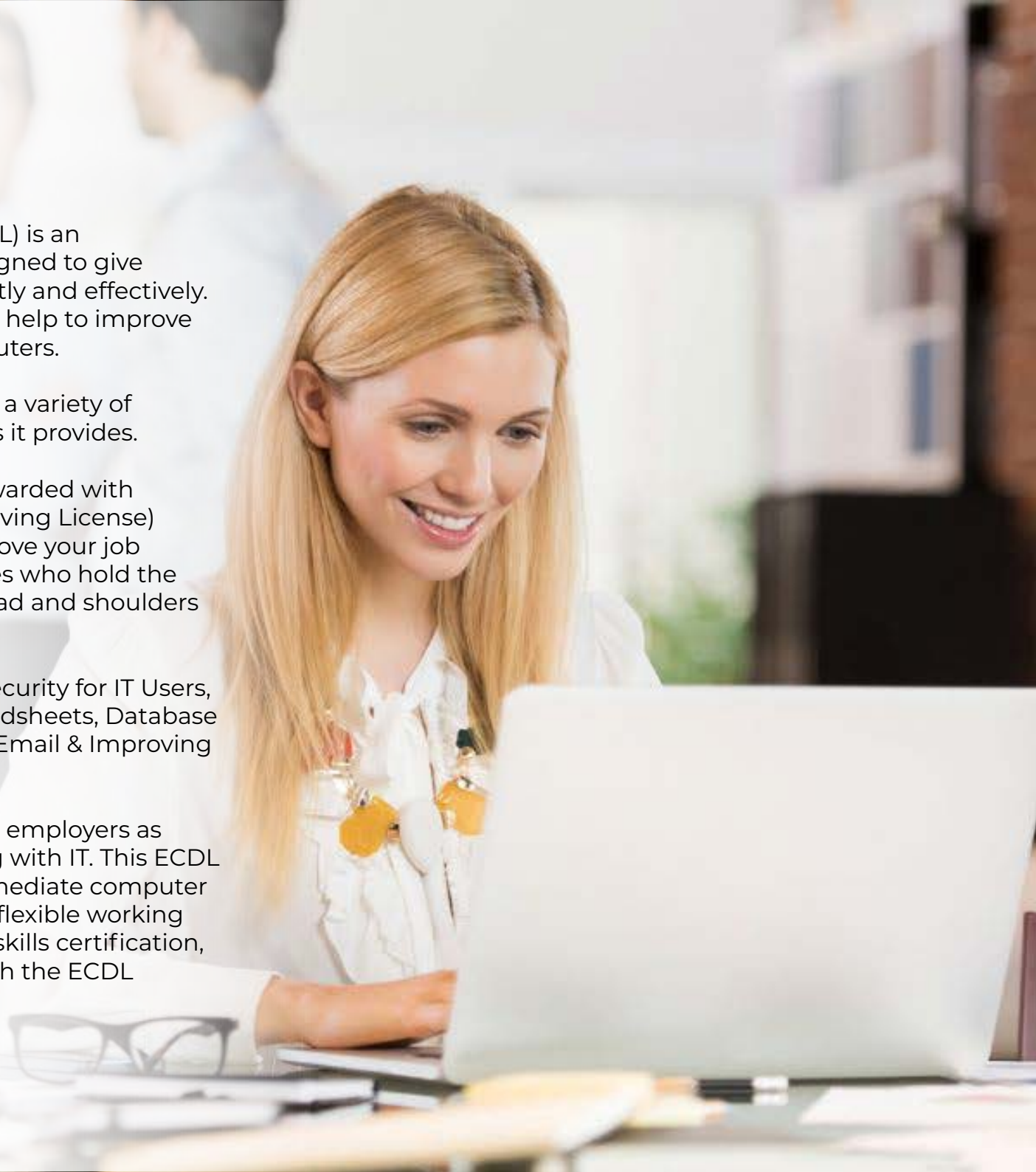
The European Computer Driving Licence (ECDL) is an internationally recognised IT qualification designed to give students the skills to use a computer confidently and effectively. This aim of this official ECDL online course can help to improve your understanding and efficient use of computers.

Furthermore, an online ECDL course opens up a variety of opportunities through the broad range of skills it provides.

Once certified successful candidates will be awarded with the official BCS ECDL (European Computer Driving License) accreditation which you can use to vastly improve your job opportunities as employers are after candidates who hold the official certification which will help put you head and shoulders above your colleagues.

The course is designed to cover 8 core areas Security for IT Users, IT User Fundamentals, Word Processing, Spreadsheets, Database Software, Presentation Software, Internet and Email & Improving Productivity Using IT.

The ECDL qualification is widely recognised by employers as proof of ability and competence when working with IT. This ECDL online course is designed for novice and intermediate computer users, assumes no prior expertise, and offers a flexible working programme. As the world's leading computer skills certification, more than 14 million people have engaged with the ECDL programme in over 100 countries.





Careers and Jobs opportunities with the ECDL

The Official BCS Accredited ECDL is a widely recognised office qualification and has become the computer literacy standard for many organisations, It is mandatory within the NHS, the Aviation Industry the UK Prison Service and is widely expected within Public and Private schools and is becoming increasingly popular amongst the private sector. Here's an example of the wide range of career opportunities certified candidates could expect.

- Aviation
- Healthcare
- Office/PA
- IT Trainer Microsoft Office
- Secretarial
- Bookkeeper
- IT Support Administrator
- Financial Auditor
- Public Sector

Course Modules

Module 1 – Computer Essentials

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.

Module 2 – IT Security

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

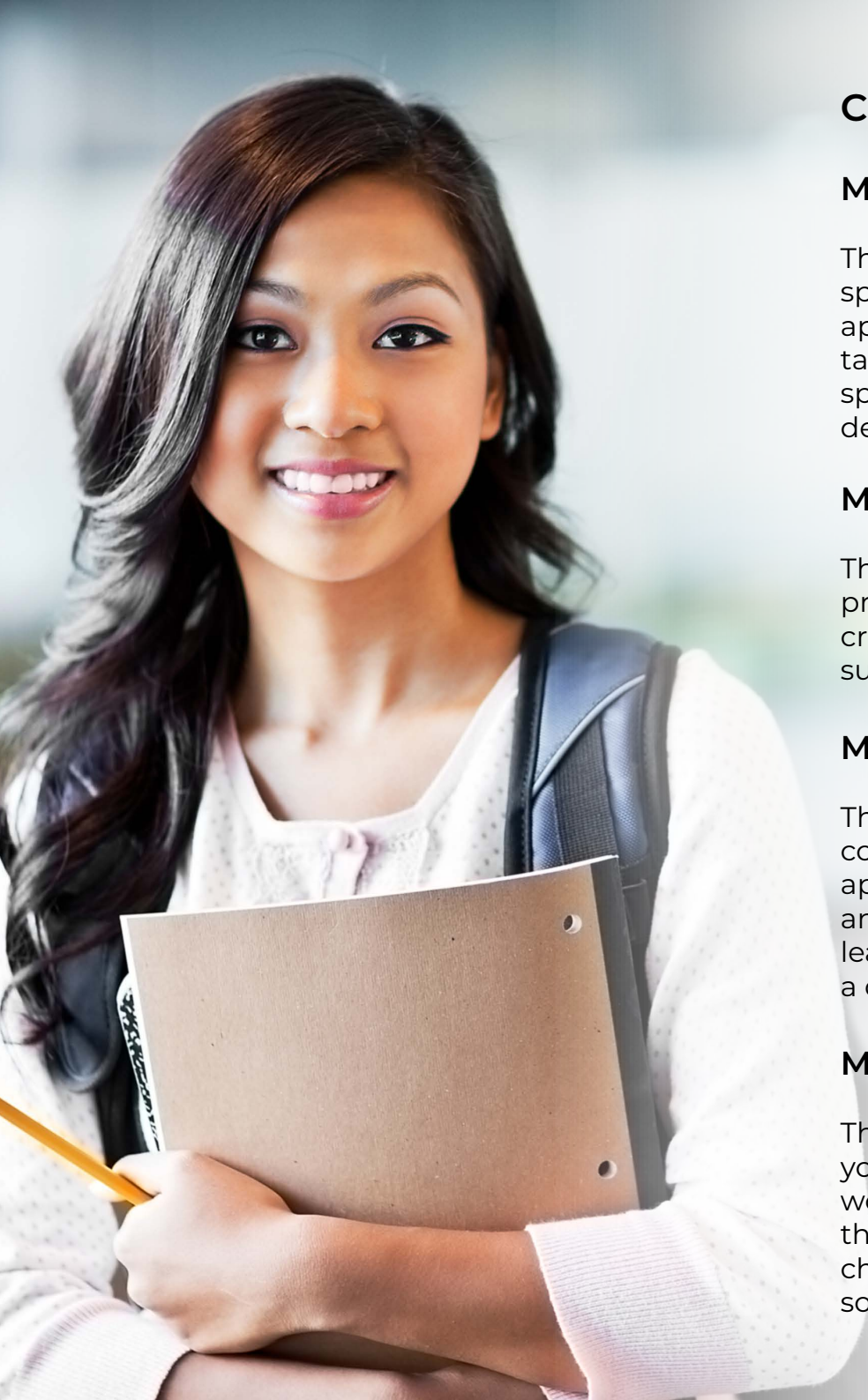
Module 3 – Online Essentials

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.

Module 4 – Presentations

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.





Course Modules (Continued)

Module 5 – 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.

Module 6 – 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.

Module 7 – Databases

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.

Module 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.

Course Options

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 student's 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).



ECDL Core (7 Unit) QAN: 601/8240/4	ECDL Essentials (BCS L1 Award) QAN: 500/6226/8	ECDL Extra (BCS L2 Award) QAN: 500/6242/6	ECDL Advanced (BCS L3 Award) QAN: 500/6243/8
IT User Fundamentals (L1)	IT User Fundamentals (L1)		
IT Security for Users (L1)	IT Security for Users (L1)		
Using Internet & Email (L1)	Using Internet & Email (L1)		
Word Processing (L2)		Word Processing (L2)	Word Processing (L3)
Databases (L2)		Databases (L2)	Databases (L3)
Spreadsheets (L2)		Spreadsheets (L2)	Spreadsheets (L3)
Presentations (L2)		Presentations (L2)	Presentations (L3)
Presentations (L2)			Improving Productivity using IT (L3)



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