



Do you feel confident in your ability to use Word, Excel, Access and PowerPoint?

Do you have a certificate that shows you have the computer skills to do your Job?

If the answer to either of these questions is NO!

Then you would benefit from doing an ECDL course (**E**uropean **C**omputer **D**riving **L**icence). The ECDL is an internationally recognised computer qualification that proves you have the basic level of Microsoft Office knowledge to do your job properly.

How we deliver the course: You buy a learner pack that includes all support material, mock tests and as much drop-in support as you feel you need. You will also receive a contact email address to provide you with additional help and support.

You work at your own pace, at home, or at our center, learning all that you need to feel fully confident in all aspects of Microsoft Office 2003 or MS Office 2007/2010.

You prove your competence and level of knowledge by passing a test in each of the seven units you study (see ECDL information leaflet) and on passing all seven you get your ECDL.

Cost includes:

- Your learning pack and all associated work files
- Registration with the British Computer Society (BCS)
- Testing (using manual tests) and tutor feed back

The cost is broken down as follows:

BCS Registration £65.00

Learning pack (7 units @ £10.00 each) = £70.00

7 Tests @ £20.00* = £140.00

} **Total cost**
£275.00*

And you can PAY AS YOU GO!

You buy a learning pack £10.00

When you're ready for your test you pay the registration fee £65.00

You take your test £20.00*

You then buy the next learning pack £10.00

You take your test £20.00

And you carry on like this until you complete your ECDL

So you could actually start your ECDL today for as little as £10.00

For further information please contact Bernard Jordan:

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