



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 2010 or MS Office 2013/2016.

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:

Tel: 0151 – 482 2780 or Email: bernard.jordan@edt.org.uk

The seven ECDL units

Unit 1 - Security for IT users	The security for IT users unit provides the learner with an essential understanding of how to use a computer in a safe and secure manner, protecting their own data as well as that of other users.
Unit 2 - IT user fundamentals	IT user fundamentals builds the learner's confidence by teaching basic interaction with computers, from start-up, to productive use and basic computer housekeeping, for example: how to save and organise the files and folders on your computer, find lost files and documents.
Unit 3 - Word processing	This unit develops the learner's ability to create word-processed documents: entering text, editing and formatting work, and using graphs, tables and pictures for a professional finish. The learner will also understand how to work more effectively using tools such as the spell-checker and mail merge.
Unit 4 - Spreadsheet software	This ECDL unit helps learners to develop a working knowledge of spreadsheets, from entering data and formatting worksheets, through to creating charts and producing high-quality documents.
Unit 5 - Database software	This unit enables learners 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, reports, and preparing outputs ready for distribution, as well as learning to relate tables and retrieve and manipulate information from a database by using query and sort tools.
Unit 6 - Presentation software	The presentation software unit introduces the learner to this important means of business communication. Upon completion, learners will be capable of producing high-quality presentations using a variety of tools, including charts, graphs and drawn objects.
Unit 7 - Using email and the internet	This unit helps the learner understand how to use internet and email in a safe and secure way. It explains key terms and builds knowledge of the fundamentals of computer security and use of the internet and email.

There is a 45 minute test for each unit (pass mark 75%) – once you pass all seven units the ECDL certificate is issued (the certificate shows the seven subject areas). It is possible to receive a certificate for each unit passed but there is a cost for this service, however, if all you want is proof that you can use specific software, e.g. Word or Excel you might want to do this.