



ECDL Essentials (Level 1/ITQ Award in IT User skills)

When: Every month

Where: 5-7 Museum Place, Cardiff. CF10 3BD

How much: £350 + VAT

The European Computer Driving Licence (ECDL) is the internationally recognised qualification for computer users. ECDL improves learners' understanding of computers and promotes efficient use of software. 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.

ECDL Essentials is an excellent introduction to the world of IT, with units covering the fundamentals of using IT, with a particular focus on the first steps in using a computer, explanations of the internet and email and how they can be used safely and productively. Although ECDL Essentials is a fixed combination, the achievement can be used towards a flexible Level 1 Certificate or as credit transfer towards higher level ITQ qualification such as a Level 2 certificate or diploma.

The structure for the qualification is below:

ECDL Essentials (Level 1)	
IT User Fundamentals	IT User fundamentals builds the learners confidence by teaching basic interaction with computers, from start up to productive use and basic computer house-keeping.
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 a knowledge of the fundamentals of computer security, and how to start browsing the internet and using email.
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 data and that of other users.
Word Processing	The learner will understand the basics of Word Processing that can lead on to the Level 2. 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.
Spreadsheet Software	This ECDL unit helps learners develop a working knowledge of spreadsheets from entering data and formatting worksheets through to creating charts and producing high quality documents.
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.
Level 1 ITQ Award	

Duration: 2-4 days



ECDL Extra (ITQ Level 2 ITQ Certificate in IT User skills)

When: Every month

Where: 5-7 Museum Place, Cardiff. CF10 3BD

How much: £850 + VAT

The European Computer Driving Licence (ECDL) is the internationally recognised qualification for computer users. ECDL improves learners' understanding of computers and promotes efficient use of software. 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.

ECDL Extra - builds on the learner's initial experience and basic knowledge and improves their understanding of computer applications including **word-processing, spreadsheets and presentation software.**

Although ECDL Extra is a fixed combination, the achievement can be used towards a flexible Level 2 Diploma or as credit transfer towards higher Level ITQ qualification such as a Level 3 Certificate or Diploma.

The structure for the qualification is below:

ECDL Extra	
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.
Spreadsheet Software	This ECDL unit helps learners develop a working knowledge of spreadsheets from entering data and formatting worksheets through to creating charts and producing high quality documents.
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.
Improving Productivity Using IT	The ITQ requires the inclusion of content that builds the learners ability to work more effectively with IT. This unit looks at using tools to help save time and effort when producing word-processed documents, presentations and spreadsheets.
Full Level 2 ITQ Certificate	

Duration: 4-7 days