

ECDL SYLLABUS 5

ECDL ESSENTIALS (LEVEL 1):

- It User Fundamentals
- Using Email and The Internet
- Security for IT Users

ECDL EXTRA (LEVEL 2):

- Word Processing
- Spreadsheets
- Presentation Software
- Improving Productivity

Changes:

The ECDL has been streamlined, with Access no longer forming part of the qualification. Security for IT Users and Improving Productivity are far more applicable and useful for learners.

Log Books are no longer used for ECDL examination results – all students are registered direct on the British Computer Society Website and all examination results logged on the site.

A Certificate is issued for both Essentials and Extra, with a 3rd Certificate if you complete both levels.

All examinations are available in MS Office 2003 or 2007 as required.

Costings:

All modules are £30 each with £10 for each examination (payable when taken) making ECDL Essentials - £120.00 and ECDL Extra £160.00.

£20 reduction on each level if you pay for all modules and examinations per level in advance. ECDL Essentials £100 – ECDL Extra £140.00

These costs include candidate registration with BCS, uploading of all examination results, ordering and cost of certificates. Tutor instruction and invigilation and marking of examinations.

Concessions may be available – please enquire