



## ECDL Extra (Level 2)

### European Computer Driving Licence

#### Target Audience & Prerequisites

ECDL Extra is designed specifically for those who wish to gain a benchmark qualification in computing to enable them to develop their IT skills and enhance their career prospects. No prior knowledge of IT or computer skills is needed to study ECDL although we ask that software for this qualification should be Microsoft Office 2003 as a minimum.

#### Course Outline

The ECDL Extra qualification is made up of 4 modules which must be completed successfully:

- Word Processing
- Spreadsheets
- Presentation Software
- Improving Productivity Using IT

#### Course Delivery

The course is delivered by BCS qualified tutors. A variety of support options are available:

- In-company or at TCOE on a one-to-one basis or in groups (maximum 3 per group). The frequency and duration of the support will be arranged to suit the candidate's needs.
- ECDL Surgery every Friday afternoon between 1pm and 4pm.
- Telephone, Skype and email support.
- A logbook confirming registration is signed off upon completion of each module.
- Practice exams for each of the modules are marked and feedback given to the candidate prior to exam entry.

#### Accreditation & Reward

On successfully completing the required modules you can be awarded the BCS Level 2 ITQ Certificate in IT User Skills (ECDL Level 2) with possible progression to the ECDL Advanced modules.

- Dates:** This course allows for flexible enrolment – candidates can begin at any point in the calendar year.
- Venue:** Textile Centre of Excellence or on client premises (details available on request)
- Duration:** Approximately 4 months depending on candidate ability
- Cost:** £830.00 + VAT (potential funding available)
- Contact:** Paul Rogers or a member of the Commercial Services Team



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