

# ECDL Core Online



The European Computer Driving Licence (ECDL) is the internationally recognized qualification for computer users. ECDL Core Online is an approved course that 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 recognized by employers as proof of ability and competence when working with IT.

The ECDL is the ideal qualification for those wishing to develop their IT skills and/or demonstrate that they are fully competent in using the computer and computer accessories.

ECDL Core is a structured course which, in 7 units, will develop a learners experience and IT skills.

ECDL Core	
<b>IT user fundamentals</b>	Builds the learner's confidence by teaching basic interaction with computers, from start-up to productive use and basic computer housekeeping.
<b>Using email and the internet</b>	Helps the learner understand how to use internet and email in a safe and secure way, explaining key terms and developing fundamental knowledge of computer security.
<b>Security for IT users</b>	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.
<b>Word processing</b>	Learners will develop skills in creating word-processed documents including: entering text, editing and formatting work, using graphs, tables and pictures for a professional finish, and effectively using tools such as the spell-checker and mail merge.
<b>Spreadsheet software</b>	Learners will develop a working knowledge of spreadsheets, from entering data and formatting worksheets, to creating charts and producing high-quality documents.
<b>Presentation software</b>	Learners will be able to create text based or diagram based slide shows, lecture notes, and produce high-quality presentations using a variety of tools including charts, graphics and drawn objects.
<b>Database software</b>	Introduces learners to basic database software tools, enabling them to enter information, set up single tables and retrieve information by running database queries.
ECDL Core maps to the international ECDL syllabus, with the exception of <b>Security for IT users</b> , which has been designed to meet UK standards.	



Type	Details	Price
<b>Test Only</b>	Registration and 7 Examinations	£245.00*
<b>Online Course Only</b>	1 year's unlimited access to ECDL Online	£99.99
<b>Online Course and Exams</b>	1 year's unlimited access to ECDL Online, Registration and 7 Examinations	£329.99*
<b>Entry Requirements</b>	There is no entry requirement.	
<b>Course Type</b>	The online learning gives learners unlimited access to the ECDL Core online learning platform for one year. It is available in Microsoft Office 2007, 2010 and 2013 and allows participants to complete tasks, activities and mock examinations that enable them to prepare for their exams.	
<b>Progression</b>	The natural progression is ECDL Advanced.	
<b>Start Date</b>	Learners will receive their courseware 1 - 2 working days after confirmed booking. However, there is no set start date for the online course, it is a distance learning course and learners can start whenever they choose.	
<b>Duration</b>	185 Guided Learning Hours	
<b>Learning Venue</b>	Learners generally access their online course at home, work or wherever they have a computer with internet.	
<b>Exam Venue</b>	Aspyra Training: Alfreton Road or Nottingham Road, Nottingham. With prior agreement, arrangements can be made for exams to be taken within the workplace if the examination environment meets the requirements of the Awarding Body. *Exam Fees may increase dependent upon the Fees Policy of another Test Centre.	
<b>Software Requirements</b>	ECDL Core online, an interactive online learning platform that has tasks and exercises based on the ECDL syllabus; it also has mock examinations that enable learners to prepare for their examinations. In order that we can meet your learning needs, you will need to inform us via our Booking Form or Email, of the Windows platform you are using and the Microsoft Office suite you require.	
	Operating System	Software
	Windows XP	Microsoft Office 2007
	Windows Vista	Microsoft Office 2010
	Windows 7	Microsoft Office 2013