



ICDL Core Qualification



ICDL (previously ECDL) is the internationally recognized qualification for computer users. This qualification consists of the ICDL Core Online course, 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.

ICDL Core 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.

ICDL Core is a structured course which, in 7 units, will develop a learner's experience and IT skills.

ICDL Core: 7 Mandatory Units	
IT user fundamentals	Builds the learner's confidence by teaching basic interaction with computers, from start-up to productive use and basic computer housekeeping.
Using email and the internet	Helps the learner understand how to use internet and email safely and securely, explaining key terms and developing fundamental knowledge of computer security.
Security for IT users	Provides the learner with an essential understanding of how to use a computer safely and securely, protecting their own data as well as those of other users.
Word processing	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.
Spreadsheet software	Learners will develop a working knowledge of spreadsheets, from entering data and formatting worksheets, to creating charts and producing high-quality documents.
Presentation software	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.
Database software	Introduces learners to basic database software tools, enabling them to enter information, set up single tables and retrieve information by running database queries.



Type	Details	Price
Test Only	Registration and 7 Examinations	£325.00
Online Course Only	1 year's unlimited access to ICDL Online ICDL Core online,	£150.00
Online Course and Exams	1 year's unlimited access to ICDL Online, Registration and 7 Examinations	£475.00
Qualification	Upon successful completion of this course, learners will receive the Level 2 Certificate (ICDL Core).	
Entry Requirements	There is no entry requirement.	
Course Type	The online learning gives learners unlimited access to the ICDL Core online learning platform for one year. It is available in Microsoft Office 2016, 2019 and 365 and allows participants to complete tasks, activities and mock examinations that enable them to prepare for their exams.	
Progression	The natural progression is ICDL Advanced.	
Start Date	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.	
Duration	185 Guided Learning Hours	
Learning Venue	Learners generally access their online course at home, work or wherever they have a computer with internet.	
Exam Venue	A Learners can take their exams remotely, online at home, work or wherever they have computer with internet access.	
Software Requirements	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 10/11	Microsoft Office 2016, 2013 and 365