



## ICDL Extra Qualification

ICDL (previously ECDL) is the internationally recognised qualification for computer users. ICDL Extra Qualification consists of the ICDL 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 ICDL Extra qualification is widely recognised by employers as proof of ability and competence when working with IT. The aim of this qualification therefore is to recognise the application of a range of IT user skills and knowledge in the workplace, meeting employer workforce demands.

ICDL Extra builds on a learner's basic knowledge and experience to improve their understanding of computer applications including word processing software, spreadsheets software and presentation software. ICDL Extra is accredited on both the QCF (England and Wales) and SCQF (Scotland) framework.

The ICDL Extra is the ideal qualification for anyone who needs to develop their IT skills and/or demonstrate that they are fully competent in the use of the computer and computer accessories.

ICDL Extra is a structured course of study which, in 4 units, will develop a learner's experience and IT skills.

### ICDL Extra: 4 Mandatory Units

<b>Word Processing software</b>	Helps the learner use a range of basic word processing software tools and techniques to produce appropriate, straightforward or routine documents.
<b>Spreadsheet software</b>	Enables learners to use a range of basic spreadsheet software tools and techniques to produce spreadsheets.
<b>Presentation software</b>	Provides the skills to use a range of basic presentation software tools. Learners will be able to create text-based or diagram-based slide shows and lecture notes,
<b>Improving productivity using IT</b>	Enables the learner to work more effectively with IT. This unit looks at using tools to save time and effort when producing word processed documents, presentations and spreadsheets.



Type	ICDL Extra Course Details	Price
<b>Test Only</b>	Registration and 4 Examinations	£250.00
<b>Online Course Only</b>	1 year's unlimited access to ICDL Extra Online	£140.00
<b>Online Course and Exams</b>	1 year's unlimited access to ICDL Extra Online, Registration and 4 Examinations	£325.00
<b>Qualification</b>	Level 2 ITQ Certificate (ICDL Extra)	
<b>Entry Requirements</b>	No entry requirement. ICDL Extra is the ideal qualification for anyone wishing to develop their IT skills and/or demonstrate that they are fully competent in the use of the computer and computer accessories.	
<b>Course Type</b>	The online learning gives learners unlimited access to the ICDL Extra online learning platform for one year. The Online course 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.	
<b>Progression</b>	The natural progression from ICDL Extra is ICDL Advanced.	
<b>Start Date</b>	Learners will receive their courseware 1 - 2 working days after confirmed booking and can start whenever they choose.	
<b>Course Duration</b>	120 Guided Learning Hours to complete the full syllabus.	
<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>	Learners can take their exams at home, work or wherever they have a computer with internet that meet the awarding body's requirements.	
<b>Software Requirements</b>	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.	
	<b>Operating Systems</b>	<b>Microsoft Office Applications</b>
	Windows 10/11	Microsoft Office 2016, 2019 or 365