

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 ICT skills and enhance their career prospects. No prior knowledge of ICT 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.
- 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: 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
Contact: Paul Rogers or a member of the Commercial Services Team



Tel: (01484) 346500

Fax: (01484) 346501

Email: paulrogers@textile-training.com

Web: www.textilehouse.co.uk

Huddersfield & District Textile Training Co Ltd, subsidiary Huddersfield Textile Training Ltd
Registered in England, Company Numbers: 3485552 & 3481670 VAT Reg No: 399 4093 00



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