

# European Computer Driving Licence

## Adult Training Courses

The European Computer Driving Licence is an intermediate qualification equivalent to a GCSE in IT (graded A\* to C / 4-9).

The ECDL is known as the benchmark in digital and IT user skills and therefore is seen as a highly desirable qualification, both recognised and respected by employers as well as further education establishments.

Within this course, our specialist trainers provide a blended approach to learning through using both interactive classroom based delivery as well as online software offering flexibility to meet individual needs.

Working across the East Midlands, we help people to gain the skills needed to enter into sustainable employment or progress in their chosen career.

All of our training courses come with accredited qualifications recognised by employers and support with entry into further education.



## What will the course cover?

This is an intermediate IT course where learners will gain a chance to upskill themselves in:

- IT fundamentals: identifying different software applications and programs; their processes and outcomes.
- Word processing using Microsoft Word: creating documents and formatting, mail merge and preparing outputs.
- Spreadsheets using Microsoft Excel: working with spreadsheets and enhancing productivity, cells, formulas and functions as well as creating graphs and charts.
- Presentations using Microsoft PowerPoint: creating a PowerPoint, inserting graphs, images and videos, animation and presenting a PowerPoint.

## What qualifications will I receive?

At the end of the course, upon satisfactory completion, all learners will gain a Level 2 qualification certificated through the British Computer Society:

- Level 2 Certificate in IT User Skills (ECDL Extra)

## How is the qualification assessed?

The qualification will be assessed through the completion of an online exam in each of the four subjects covered within the course as well as receiving ongoing feedback from our specialist trainer to support development.

## Is it right for me?

- Do you want to increase your skills using Microsoft Office?
- Do you want to learn how to create a PowerPoint presentation?
- Do you lack confidence in creating spreadsheets?

If so, this is the ideal opportunity for you.

This course is best suited to beginning or developing a career in a range of vocational roles including office administration, IT support, data entry and a personal assistant, amongst many others.

Upon completion, the programme supports progression onto further qualifications such as apprenticeships or higher education.

\* subject change based on chosen qualifications

### Celebrating Success - Learner Views

"Thank you to all of the staff and tutors at Futures for all your help and support to help me in find a job! Which I now have!"

### Get in touch

To find out more about our training courses email [thehub@futuresforbusiness.com](mailto:thehub@futuresforbusiness.com) or call 0845 266 9799