## ECDL Essentials

### BCS Level 1 Award in IT User Skills (ECDL Essentials) (ITQ) (QCF)

This qualification is a level 1 award that introduces you to core IT user skills and applications commonly used in many businesses around the world. Completing this qualification will develop your understanding of these applications and teach you how to use the software efficiently.

ECDL Essentials is an excellent introduction to the world of technology. The units cover getting started on a computer, email and the internet, with a particular focus on how they are used safely and productively.

ECDL Essentials is accredited on both the QCF (England and Wales) and SCQF (Scotland) framework. QCF credit value 9.

**Qualification Aim:**

The aim of this qualification is to recognise the application of a range of IT user skills and knowledge in the workplace, meeting employer workforce demands.

| ECDL Essentials units | |
|---|---|
| **IT user fundamentals** | Builds your confidence by teaching you basic interaction with computers, from start-up to productive use and basic computer housekeeping. |
| **Using email and the internet** | Helps you to understand how to use internet and email in a safe and secure way, explaining key terms and developing fundamental knowledge of computer security. |
| **Security for IT users** | Provides you 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. |
| **QCF: Level 1 ITQ award** | |

## ECDL Extra

### BCS Level 2 Certificate in IT User Skills (ECDL Extra)

This qualification is a level 2 Certificate that covers core IT applications commonly used in many businesses around the world.

Completing this qualification will improve your understanding of these applications and teach you how to use the software efficiently.

ECDL Extra builds on a learner's basic knowledge and experience to improve their understanding of computer applications including word processing, spreadsheets and presentation software. ECDL Extra is accredited on both the QCF (England and Wales) and SCQF (Scotland) framework. QCF credit value 16.

**Qualification Aim:**

The aim of this qualification is to recognise the application of a range of IT user skills and knowledge in the workplace, meeting employer workforce demands.

This qualification is significantly larger than the BCS Level 2 ECDL Award in IT User Skills (QCF). It is recommended that Level 1 ECDL Essentials is completed before undertaking this qualification.

| ECDL Extra units | |
|---|---|
| **Word processing** | Develops your ability to create word-processed documents: 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** | Helps you to develop a working knowledge of spreadsheets, from entering data and formatting worksheets, to creating charts and producing high-quality documents. |
| **Presentation software** | Shows you how to produce high-quality presentations using a variety of tools including charts, graphs and drawn objects. |
| **Improving productivity using IT** | Enables you 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. |
| **QCF: Full level 2 ITQ Certificate** | |