



Focus4 Training

ECDL Courses - Online

ECDL | ECDL Extra | ECDL Advanced

ECDL | EC DL Extra | EDCL Advanced Online Learning

Studying

Studying for any exam can be difficult in today's busy world. Work commitments and family life can mean that time is at a premium, that's why we offer you the chance to study in your own time and space with a learning plan that will suit you.

Are the courses easy to use?

Our excellent and easy to use online courses are interactive byte size modules making study easy to fit in to your schedule. As well as your user friendly course you have access to a learning page unique to you. Here you can view your progress, contact your tutor and develop and monitor your learning plan. You can also download additional exercises designed to assess your new skills and practice exam papers so you know when you will be ready to sit the exam and of course your personal tutor is on hand should you need any assistance or support. If you are unsure of which course is best for you, you can complete our online assessments and we will advise you.



How soon can I start Learning?

You can start learning as soon as payment is received for your course and take your first exam within weeks if you want to. Payment can be made by credit card, cheque or cash. Exams can be taken when you are ready at our centre in Lutterworth by appointment.

ECDL – Outlines

The European Computer Driving Licence® (ECDL) is the internationally recognised qualification designed specifically for those who wish to gain a benchmark qualification in computing which will enable you to develop your IT skills and enhance your career prospects.

ECDL is available as a single qualification comprising of seven modules. This qualification is Ideal for any candidates that have no or very little prior knowledge but still wish to gain a qualification. The seven EC DL modules are:

- Module 1 - Security for IT Users
- Module 2 - IT User Fundamentals
- Module 3 - Word Processing
- Module 4 - Spreadsheets
- Module 5 - Database Software
- Module 6 - Presentation Software
- Module 7 - Using Email and the Internet

Online Course Fee

- Course Fee: £175+VAT - includes all online courses
- Exam fees at Focus4 Training Ltd - £10 per exam
- Easy Payment Terms are available and discounts for those in receipt of benefits

Price includes:

- Online courses with assessments that can be monitored for scores through our learner management system
- Trainer support by email or telephone
- Marking and distribution of practice exam papers
- Additional resources to help you gain the qualification
- Unique learning page with personal learning plan, additional resources and learner forums

ECDL Extra Outlines

ECDL Extra is a Level 2 ITQ Certificate and consists of 4 modules. Once a learner has completed the four modules they will hold a level 2 qualification. The modules that comprise ECDL Extra (Full ITQ Level 2 qualification) are:

- Word processing (Level 2)
- Spreadsheet Software (Level 2)
- Software (Level 2)
- Improving Productivity Using IT (Level 2)

Online Course Fee

- Course Fee: £125+VAT - includes all online courses
- Exam fees at Focus4 Training Ltd - £10 per exam
- Easy Payment Terms are available and discounts for those in receipt of benefits

Price includes:

- Online courses with assessments that can be monitored for scores through our learner management system
- Trainer support by email or telephone
- Marking and distribution of practice exam papers
- Additional resources to help you gain the qualification
- Unique learning page with personal learning plan, additional resources and learner forums



ECDL Advanced

If you have already completed your ECDL and want to progress your skills, or if you are an IT Advanced User, ECDL Advanced may be the best qualification for you. You will be enrolled on our learning

ECDL Advanced allows you to demonstrate your higher level computer skills, showing employers that you are confident, competent and efficient.

Modules are available in:

- Word Processing
- Spreadsheets
- Databases
- Presentations

Certificates in each application are awarded individually; should you choose to complete all the modules you will be awarded with an additional 'ECDL Expert ' certificate.

Online Course Fee

- Course Fee: £225+VAT - includes all online courses
- Exam fees at Focus4 Training Ltd - £50 per exam
- Easy Payment Terms are available and discounts for those in receipt of benefits

Price includes:

- Online courses with assessments that can be monitored for scores through our learner management system
- Trainer support by email or telephone
- Marking and distribution of practice exam papers
- Additional resources to help you gain the qualification
- Unique learning page with personal learning plan, additional resources and learner forums

ECDL Expert

Are you an expert in computing? If you are, perhaps you should consider ECDL Expert. You will receive a free ECDL Expert certificate if you complete all of the ECDL Advanced modules.

Show your expert status

As an ECDL Expert you will not only receive a certificate which shows that you are a specialist in a wide range of applications, but also you will be eligible to become an Associate member of BCS and be able to put the letters AMBCS after your name.

Becoming a BCS member

When you become a member of BCS, you become a member of the UK's leading body for IT professionals and become eligible for a range of benefits such as career development and support, access to a network of IT professionals and groups and a wealth of IT industry information.

Special Discount

Not only will you receive the ECDL Expert certification for free, you will also be eligible to apply for Associate membership of the BCS with 20% discount off your first year (upon agreement to the BCS Code of Conduct).

