

European Computer Driving Licence (ECDL)

The European Computer Driving Licence (ECDL) is an internationally recognised qualification which enables people to demonstrate their competence in office based computer skills. ECDL is designed specifically for those who wish to gain a benchmark qualification in computing to enable them develop their IT skills and enhance their career prospects. It can help you to be more efficient in your existing job and impress your employer, or even give you the ability to get a new job.

The ECDL syllabus is designed to cover the key concepts of computing, its practical applications and their use in the workplace and society.

The course includes:

- Basic concepts of IT
- Using the computer and managing files
- Word processing
- Spreadsheets
- Database
- Presentation
- Information and communication

Upon successful completion of the course participants will receive a certificate from the British Computer Society (BCS). A further module, unit E, can be added to bring the ECDL up to a full UK level 2 qualification.

Duration: Flexible, up to approximately 12 months.



The Island Partnership

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