

ECDL Standard Course



INTRODUCTION

European Computer Driving Licence (ECDL), known as ICDL outside Europe, is the global standard in end-user computer skills, offering candidates an internationally recognised certification that is supported by governments, computer societies, international organisations and commercial corporations globally.

ECDL raises the level of ICT and computer skills and allows candidates to be more productive at home and at work. ECDL also improves job prospects by providing an internationally recognised qualification. With a superior syllabus - uniquely validated to ensure that it is always relevant, up-to-date and meaningful - candidates can be confident that ECDL offers a certification of unrivaled quality.

COURSE CONTENT

Computer Essentials

Hardware, Software & Licensing
Desktop, Icons and Settings
Outputs, Printing, Networks
File Management & Security

Online Essentials

Web Browsing Concepts
Communication Concepts
Using E-mail

Word Processing

Document Creation
Formatting, Objects
Mail Merge & Prepare Outputs

Spreadsheets

Cells & Managing Worksheets
Formulas and Functions
Formatting & Charts

Using Databases

Tables, Objects, Outputs
Retrieving Information

Presentation

Developing a Presentation
Text, Charts, Graphical Objects

IT Security

Malware, Network Security
Secure Web Use & Data Mngmt.
Communications

COURSE DETAILS

Mode of Study

PARTTIME

Frequency: Once Weekly

Duration

42 Hours

(21 Lessons of 2 Hours)

Delivery Method

Lectures & Hands-On Practice

Entry Requirements

Good Knowledge of English

Level Rating

EQF/MQF Level 3

Award

ECDL Standard Certification

Price: € 330

Study Experience includes: Training by an ECDL Certified Expert, Official ECDL Courseware (Format: Softcopy), Official ECDL Registration Number, Official ECDL Diagnostic Tests, Official ECDL Exams.