



ECDL (European Computer Driving Licence) Course Information

2017 – 2018



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ECDL

The European Computer Driving Licence or ECDL is an internationally recognised qualification awarded to Learners who have displayed a standard level of computer competence. The course consists of 7 individual modules/subjects covering all major office applications, web-browsing, file management and general PC usage.

Learning Outcomes

1. **Module 1 Computer Essentials:** Covers the key skills and main concepts relating to ICT, computers, devices, and software.
2. **Module 2 Online Essentials:** Covers the key skills needed to understand the main concepts relating to web browsing and online security.
3. **Module 3 Word Processing (Word):** Covers the key skills needed to use a word processing application and can be applied to a range of word processing software from vendor packages to 'freeware'.
4. **Module 4 Spreadsheets (Excel):** Covers the key skills needed to use spreadsheets and can be applied to a range of spreadsheets software from vendor packages to 'freeware'.
5. **Module 5 Using Databases (Access):** Covers the key skills needed to organise and operate a database and can be applied to a range of database software from vendor packages to 'freeware'.
6. **Module 6 Presentation (PowerPoint):** Covers the key skills needed to create a presentation and can be applied to a range of presentation software from vendor packages to 'freeware'.
7. **Module 7 IT Security:** Provides a clear, easy to follow programme and will remain relevant despite rapid changes in ICT security technologies as it is centred more on knowledge, awareness raising and user behaviour, rather than on the use of specific applications and software.

ECDL Option 1: Full ECDL: includes tuition, course notes, 7 Diagnostic Tests & 7 Exams

ECDL Option 2: ECDL Essentials (4 x modules) €380

ECDL Option 3: Study at Home: includes E-learning package, 7 Diagnostic Tests and 7 Exams

ECDL Option 4: Exams Only: includes Skills Card, 7 Diagnostic Tests and 7 Exams

ECDL Option 5: Individual Tests (for learner who has only a couple of ECDL tests to do)

Assessment

Full ECDL: 7 Exams

Duration

Full ECDL: 18 x 3 hour classes plus self-directed, fully supported learning.

Fees & Payment Options

- Option 1 €565, Option 2 €380, Option 3 €450, Option 4 €300, Option 5 €35 per exam, or 2) Flexi-payments/Funding 3) In-Company - separate quote
- You may qualify for funding by contacting your local Intreo/DSP Office.

Learner Progression

Learners who successfully complete this course may then progress to one or more ECDL Advanced modules