



ECDL (ITQ)

What is the course about?

The European Computer Driving Licence is an internationally recognised qualification which gives learners an opportunity to demonstrate their competence in a wide range of computer skills. There are 7 units in total. Three units at Level 1 & four units at Level 2.

What will I learn?

You will be able to learn at your own pace. The course at Level 1 will cover IT User Fundamentals, Using E-Mail and the Internet and Security for IT Users. At Level 2 the course will cover Word Processing, Spreadsheets, Presentation and Improving Productivity Using ICT.

Entry Requirements

Candidates should have completed and obtained the CLAIT 2006 Qualification.

What will I need to bring with me?

A pen & notebook would be useful to take notes.

How will I learn?

You will be able to learn at your own pace. The following teaching methods to support your learning will be used during this course:

- Demonstrations
- Question & Answer
- Learning Manuals & Handouts
- Practice assignments

How will my learning be assessed?

Learners progress and achievements will be recognised and assessed in the following ways:

- Tutor will mark learners work on a weekly basis
- Live assignments will be taken and certificates will be issued on successful completion.

What qualifications will I get?

ECDL certificate Level 1/ECDL certificate Level 2

Are there any extra costs?

No

What can I do next?

ECDL Advanced