

European Computer Driving Licence (ECDL) – CCT201

Awarding Body:	ECDL Foundation
Schedule:	1 evening per week, 6.00pm – 9.00pm
Fees:	€620 / €130 – Training for any one ECDL module
Duration:	14 weeks – 42 contact hours
Next Commencement Date:	August / February
Learning Mode:	Part-time

Programme Audience and Overview

The ECDL is for anyone who wants to certify their computer skills according to a pan-European industry standard. Large multinationals have already adopted the licence, setting it as the performance benchmark they expect from their employees. No prior knowledge of IT or computer skills is needed to study ECDL.

The European Computer Driving Licence (ECDL) is the internationally recognized qualification which enables people to demonstrate their competence in computer skills applications. It is a certificate that verifies your competence, declares your computer skills, makes you readily mobile within Irish business and across the Global Community. The ECDL / ICDL is a test of practical skills and competencies and consists of seven separate modules covering computer theory and practice. ECDL is the world's most successful IT skills certification programme. Almost three million people are participating in the programme today in over 60 countries worldwide. Outside of Europe the programme is known as the International Computer Driving Licence (ICDL), attesting to its phenomenal world-wide recognition and growth.

To achieve an ECDL / ICDL certification, the Candidate must successfully pass a test in all seven modules.

Programme Aims and Objectives

- To understand how to use a word processor, spreadsheet, presentation and database application.
- To be able to adequately use the internet and email to send and receive messages and attachments.
- To understand the basic concepts of IT and the use of computers in society.
- To achieve a pass in all 7 ECDL exams and obtain the ECDL certificate.

Programme Structure and Content

Module 1: Concepts of Information Technology

Module 2: Using the Computer and Managing Files

Module 3: Word Processing (Word)

Module 4: Spreadsheets (Excel)

Module 5: Database (Access)

Module 6: Presentation & Graphics (PowerPoint)

Module 7: Information & Communication (Internet & Email)

Assessment

Each Module is tested separately and each Test generally lasts 45 minutes. The seven Tests can be attempted in any order and at any time. All ECDL examinations held at CCT are administered online.

Career Progression Opportunities and Further Study Options

The ECDL establishes a standard for everyone who uses a computer in either a professional or personal capacity. It is a certificate that verifies competence in computer use, making the holder readily mobile within Ireland and internationally. Employers and job seekers all agree on the importance of this standard definition of practical competence in Information Technology. It is a globally recognised introductory foundation certification for computer and computer applications usage, and is an ideal pre-requisite for further studies in Information Technology, IT-Business, and Computing.