

ECDL

The European Computer Driving Licence (ECDL) is the world's largest end-user computer skills certification programme, with more than 7 million candidates in 148 countries. (Also known as ICDL outside Europe).

This course is designed for people who wish to learn any or all of modules 1-7 of the ECDL syllabus. It is suitable for complete beginners to computing but is also suitable for people who wish to improve their current knowledge in order to take the ECDL examinations. The course is taught through an interactive learning programme and exercises based on live Microsoft Office software.

This ECDL course has been designed in accordance with the latest curriculum provided by the ECDL Foundation. The ECDL Foundation has approved this product for compliance with their requirements.

COURSE FEATURES:

- **Audio instructions with face-to-face support when required**
- **Simulations based on Office 2002 or Office 2003**
- **Exercises using live Microsoft Office software**
- **End of module progress assessments**
- **Easy module navigation**

SYLLABUS INCLUDES:

Module 1 Security for IT Users

Module 2 IT User Fundamentals

Module 3 Word Processing

Module 4 Spreadsheet software

Module 5 Database software

Module 6 Presentation software

Module 7 Using E-mail and the Internet

COURSE DURATION:

70 Hours

STUDY METHOD:

The student attends the centre for training sessions of 2 hours or longer. Throughout his/her time at the centre, a trained tutor closely supervises the student. This method of study allows instant access to help when required. The training centre provides a comfortable, distraction-free environment in which to study.

TESTING:

Act Training is an authorised ECDL testing centre. We use a fully automated computerised testing system that gives instant feedback of results. This testing system uses the same technology and is supplied by the same organisation that supplies our training system. This ensures a smooth and stress free transition between training and testing.

The cost of sitting tests is quoted separately from any quoted fees for training.

The use of multimedia-based training allows students to work at their own pace. Course duration may therefore vary.