



ECDL Approved Courses

Fully Accredited Courseware

Full range of ECDL instructor-led courses

Module 1 Basic Concepts of Computing

Module 2 Using the Computer and Managing Files

Module 3 Word Processing

Module 4 Spreadsheets

Module 5 Database Filing Systems

Module 6 Presentation and Drawing

Module 7 Information Network Services

Unit E

e-Citizen

AM3 (Word Processing)

AM4 (Excel)

Contact us at info@solab.co.uk for prices and course outlines.

Courses follow fully approved, accredited courseware.

Self-study courses

We also have excellent self study ECDL courses on CD-ROM
see our website at <http://www.solab.co.uk/downloads/CBTdesktop.htm>



ECDL

Overview

The European Computer Driving Licence® (ECDL) is the internationally recognised qualification that enables people to demonstrate their competence in computer skills.

ECDL is designed specifically for those who wish to gain a benchmark qualification in computing to enable them to develop their IT skills and enhance their career prospects. **No prior knowledge** of IT or computer skills is needed to study ECDL.

How ECDL works

The ECDL syllabus is designed to cover the key concepts of computing, its practical applications and their use in the workplace and society. It is broken down into seven modules, each of which must be passed before an ECDL certificate is awarded.

Once a candidate is registered at an accredited Test Centre, a logbook listing all 7 modules is issued. The modules may be taken in any order and over any period of time **up to three years** - even all at once - offering maximum flexibility. When all 7 modules have been successfully passed, the logbook is exchanged for a certificate and ECDL 'licence' card.

The seven modules that make up the ECDL are:

1. Basic concepts of IT
2. Using the computer and managing files
3. Word processing
4. Spreadsheets
5. Database
6. Presentation
7. Information and Communication

Benefits of taking ECDL

1. Raise your level of competency in IT and computing skills
2. Improves your productivity at home and work
3. Requires no prior knowledge of IT or computer skills
4. Provides you with a worldwide recognised qualification

The information on this page comes from the British Computer Society / ECDL Foundation.