



# ECDL



The European Computer Driving Licence (ECDL), known as the ICDL outside Europe, is **the global standard in end-user computer skills**, offering candidates an internationally recognised certification that is supported by governments, computer societies, international organisations and commercial corporations globally.

ECDL/ ICDL **raises the level of IT and computer skills** and improves a candidate's job prospects by providing an internationally recognised qualification.

ECDL / ICDL is a test of practical skills and competencies and consists of seven separate modules covering computer theory and practice. To achieve an ECDL / ICDL certification, the Candidate must successfully pass a test in all seven modules.

ECDL / ICDL Module 1 is a theoretical test of computing knowledge at a general level and Modules 2-7 are practical skills tests, as follows:

## Syllabus :

- Module 1 : Concepts of Information Technology (IT)**
- Module 2 : Using the Computer and Managing Files**
- Module 3 : Word Processing**
- Module 4 : Spreadsheets**
- Module 5 : Databases**
- Module 6 : Presentations**
- Module 7 : Electronic Communication**



## Who is it for?

The ECDL / ICDL programme is for anyone who needs to demonstrate to an international standard that they are fully competent in the use of a personal computer and common computer applications and that they know the essential concepts of Information Technology. Prospective Candidates should ideally have used computers and the common software applications before.

## Duration:

The amount of training will depend on the Candidate's skills levels and the training provider chosen, but the average is between 30 and 60 hours for all 7 modules. Some Candidates may feel competent enough in one area to forego training and move onto testing immediately, while others may require full training prior to testing.



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