



ECDL – European Computer Driving Licence Certificate

The ECDL is a certificate that verifies your competence in Information Technology. It is designed for those who wish to gain a basic knowledge and qualification in IT applications in order to develop their computing skills. Many Organisations have already implemented the licence, setting it as the performance benchmark they expect from their employees. BTS will assist a client in establishing their own Test Centre onsite and then plan, manage and deliver the ECDL programme.

The ECDL builds around a special user-friendly skills card. This card records the skills you demonstrate in each of seven computer-related modules. As you pass each module successfully, the corresponding skill is noted in your card. The final achievement of a full card leads to the award of your licence. The ECDL consists of Seven Modules. A candidate is required to pass all seven modules to become ECDL accredited.

ECDL Modules

- Module 1 Basic Concepts of Information Technology (IT)
- Module 2 Using a Computer & Managing Files
- Module 3 Word Processing
- Module 4 Spreadsheets
- Module 5 Databases
- Module 6 Presentations
- Module 7 Information and Communication

Modules 2-7 are tests of practical skills, Module 1 is a test of theory. The seven tests may be taken in any order and over a period of time. All tests are free of any bias towards any computer producer or software product.

The main objectives of the ECDL, is to raise the level of competence in computing and to enable better returns from investments in Information Technology. To ensure employees understand the "Best Practices" and advantages of using a computer and increase productivity of employees using computers.

Advanced ECDL programme

The ECDL Advanced programme is designed for those who wish to gain an advanced knowledge and qualification in selected IT applications in order to develop their computing skills. You can sit an ECDL Advanced test once you have passed the ECDL Basic in the relevant module. The Advanced Modules are: ECDL Advanced Word Processing (Word)

The ECDL Advanced Word course will cover advanced word processing tasks. On completion of this course you will be able to operate effectively at more than a basic level of competence and be able to produce advanced word processing outputs, illustrating sophisticated typographical, format and layout presentations, including tables, forms or graphics. Also you will be able to use tools such as macros and to carry out more advanced mail merge operations within the word processing application. A certificate will be issued on passing the advanced word test.

ECDL Advanced Spreadsheets (Excel)

The ECDL Advanced Excel course will cover advanced spreadsheet tasks. On completion of the course you will be to operate effectively at more than a basic level of competence and be able to edit and enhance numeric, text and graphical data, and to sort, query and link data. You will be able to carry out advanced formatting and presentation operations on graphs and charts. You will also to use functions associated with logical, statistical or mathematical operations as well as analysis tools, macros and audit tools. ECDL Advanced Presentations (PowerPoint)

The ECDL Advanced Presentations course will cover advanced topics in PowerPoint as well as provide you with guidelines on creating a professional presentation. On completion of the course you will be to operate effectively at more than a basic level of competence. You will understand and demonstrate the creation and editing of slides, graphical data, manipulate images and add animation, sound and video clips.

ECDL Advanced Database (Access)

The ECDL Advanced Database course will cover advanced Database topics. On completion of the course you will be to operate effectively at more than a basic level of competence. You will learn how to create a database, design tables, forms, sub forms, reports, controls, properties and various advanced queries. You will understand the concept of a relationship database, create relationships and import and export data

Business & Training Solutions Ltd
1A, Woodland Office Park
Southern Cross
Bray, County Wicklow
Ireland
Telephone: +353 (0) 1 276 0420
www.btsolutions.ie