



ECDL Online



This is the professionally-written route to gaining your ECDL (European Computer Driving Licence) qualifications - an ECDL course split into modules to give you the options you need to suit your qualification needs and future career plans.

IS THIS FOR YOU?

ECDL is aimed at those looking to gain a good basic understanding of computers and some of the most common software packages such as Microsoft Word, Excel and PowerPoint. This course is suitable for beginners.

ABOUT THIS COURSE

All our modules are approved by the ECDL Foundation and the British Computer Society (BCS).

Our ECDL training is based on self-study - giving you the flexibility to train at a time and a pace which suits you and ECDL certifications from Pitman Training are recognised not only nationally but internationally too.

Once your training is complete, you will be in a position to sit the ECDL tests - the widely recognised ECDL qualifications include ECDL, ECDL Essentials (Level 1), ECDL Extra (Level 2) and ITQ.

There are 7 modules in this course: -

Module 1 - takes you through IT fundamentals

Module 2 - covers security for IT users

Module 3 - teaches you techniques and skills for Word Processing using Microsoft Word

Module 4 - covers Excel and spreadsheets

Module 5 - introduces the database program, Access

Module 6 - covers Microsoft PowerPoint presentation software

Module 7 - looks at using email and the Internet

AIMS AND OBJECTIVES

To become proficient in the use of a PC and the most commonly used software packages, Microsoft Office, through a series of

practical modules. Meaning you can confidently say to employers that you really do have the knowledge they require.

ECDL is recognised nationally and internationally so you can be assured that the skills you learn during this course will stand out on your CV.

PRE-REQUISITES

There are no specific pre-requisites required before starting this course.

CAREER PATH

The study of ECDL can provide you with the skills required to work in an office environment. For instance, you would have excellent skills to enable you to work as an Office Assistant, Admin Assistant, Secretary, PA, Virtual Assistant (VA) for example. Some organisations such as the NHS often ask for applicants who are going to work with them, as a Medical Secretary or Medical Administrator for example, specifically to hold the ECDL qualification.

Gaining an ECDL qualification is a great starting point to be able to progress on and work towards an expert level with ECDL Advanced which can really enhance your effectiveness in any workplace.

COURSE DURATION: AROUND 90 HOURS

(Actual course duration will vary from individual to individual, based on prior skills and application).



CPD POINTS: 90

(Awarded CPD points upon successful completion).

To find out more about this or any of our courses, speak to one of our course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

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