

**Duration:** 80 hours

**Course level:** Introductory

**Delivery method:** Online

## Introduction

**Employees need to be competent and confident in computer skills. Businesses that invest in comprehensive IT training reduce inefficiency, raise employee achievement and demonstrate their commitment to quality.**

The ECDL (European Computer Driving Licence) is one of the most widely recognised computing qualifications. It's made up of seven separate sections, which together lead to the ECDL qualification, a certificate recognised by both public and private sector organisations.

The **ECDL skills suite** includes all seven ECDL courses, which give employees the skills to sit for all seven parts of the ECDL qualification.

Buying the complete **ECDL Skills Suite** can save you nearly £60 on the total price of the individual courses. The required assessments for the qualification must be purchased separately from an approved ECDL test centre.

## Who is the programme for?

The **ECDL Skills Suite** is perfect for helping beginners to feel comfortable with IT and become confident in using Microsoft applications. It is also ideal for those who need to broaden their IT skills.

Some basic experience of using a computer is needed, but there are no formal entry requirements.

To get the most from this course access to Microsoft Office is advised.

## What will you get from this programme?

When you have completed these courses, you will be able to:

- understand key concepts in IT
- use a computer to organise files and folders
- use word processing, spreadsheet and database applications
- produce and deliver a professional presentation
- use the internet and email.

## Programme features

You can start your online courses straight away and access them at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

The programme begins with the basics and each course adds a different skill set, building your understanding and capability. Real-world scenarios and interactive activities make learning relevant and enjoyable. Each module includes practical exercises to help consolidate your learning and check that you're ready to move on.

Some courses also include an interactive project that tests your understanding of the content and gives you an opportunity to put your new skills into practice.

### Skills Suite components

- ECDL 1 – Concepts of IT
- ECDL 2 – Using Your Computer
- ECDL 3 – Word Processing
- ECDL 4 – Spreadsheets
- ECDL 5 – Databases
- ECDL 6 – Presentations
- ECDL 7 – Electronic Communication

## Does the programme lead to a formal qualification?

To pass the ECDL qualification, tests must be passed for all seven modules. The required assessments for the qualification must be purchased separately from an approved ECDL test centre.

### Other courses you might be interested in

Keyboard A-Z (KAZ)  
IT Applications  
Producing Project Reports  
Using Information for Decisions

The Apprentice: Selling, Pitching  
and Presenting  
Building Blocks for e-Business

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