

ECDL

Course length: 80 hours*

Course Code: 104080BT008

This group of seven courses will improve competence and knowledge in essential computer skills.

They can be used to work towards formal assessment for the nationally recognised ECDL qualification.

Benefits for the Learner

The ECDL is an internationally recognised qualification that improves your computer skills, increases your IT speed and effectiveness and removes the stress and frustration of not being able to use your computer efficiently.

You don't need any previous knowledge of computers to work through the ECDL courses. They're straightforward and jargon-free, so even if you're a complete beginner, you'll soon master the skills you need to undertake a wide variety of common computer tasks.

Benefits for the Business

Computers have revolutionised the way we do business – they speed up processes, help to manage information and reduce costs. But to enjoy the maximum return on your investment in IT infrastructure, you need to ensure your staff have the skills to fully exploit its potential.

ECDL courses help to ensure a consistent level of IT ability within your business. They save your business money through increased staff performance and reduce the amount of time wasted through IT problems. And by allowing your staff to work towards this nationally recognised qualification, you can improve job satisfaction, increase retention and attract better candidates at recruitment.

What You Get From This Course

Having completed this series of courses, you will be able to:

- Understand the main concepts of IT
- Use a computer to organise files and folders
- Use a word processing application
- Use a spreadsheet application
- Use a database application
- Create a business presentation
- Understand the concept of the Internet and use the World Wide Web
- Create, send and receive e-mail

What Does the Course Cover?

- Concepts of Information Technology (IT)
- Using Your Computer
- Word Processing
- Spreadsheets
- Databases
- Presentations
- Electronic Communication

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 80 hours to complete.

*Courses are accessible for six months from the date of purchase.