ECDL (European Computer Driving Licence) 2007 - (ONLINE COURSE)

Length - 80 hours over 2 years

Course Code
Y2NEU

WHO IS THE COURSE FOR?
The European Computer Driving Licence (ECDL) is the ideal qualification for anyone who wants to gain computer skills. It is a benchmark qualification in computing and the essential IT skills you will develop will increase your confidence, help you be more efficient at work or could even help you get a new job.

DESCRIPTION
This is a self study course which means you can study at home, workplace or wherever you choose at times that are convenient for you. You do not have any classes to attend.
The ECDL is a Level 2 qaulification (QCF). This is roughly equivalent to Level 5 in Scotland (SCQF). It is accredited by the British Computer Society (BCS).
The ECDL is recognised throughout Europe (and across the rest of the World as the ICDL - International Computer Driving Licence) as the certified standard for computer skills. Over the last few yew years it has been the fastest growing IT user qualification in over 125 countries.
The changes made within Microsoft Office 2007 help you work more efficiently and effectively with a new set of powerful tools for creating, managing, analyzing, and sharing information. With the Office 2007 and Windows Vista training comes a whole new user interface and its appearance carries a sleek and modern look and feel.
This course has been specifically designed to cover the key concepts of computing, as well as the practical use of the latest office PC applications. It is broken down into seven modules which are listed below:

- Using the Computer and Managing Files
- Word Processing (Using MS Word)
- Spreadsheets (Using MS Excel)
- Using Databases (Using MS Access)
- Presentation(Using MS PowerPoint)
- Web Browsing and Communication (Using e-mails and the Internet etc)
- IT Security

A test for each must be passed before the ECDL Certificate is awarded.
The ECDL qualification offers invaluable and transferable skills for individuals seeking employment, or advancement in posts where office IT skills are required. It is also, we believe, the most cost effective way for businesses to develop and accredit computer skills in their workforce.
For more detailed information of the syllabus, including the aims and objectives of each module, please refer to the ECDL Website
This course is delivered through an appointed Distance Learning Tutor. Your appointed tutor will make contact with you as soon as you have the materials for the course. They will make regular contact to offer support and guidance, usually by e-mail but sometimes by phone to ensure you are making good progress and to support your learning throughout. You must be able to study

independently through the course materials

HOW WILL I BE ASSESSED?

To gain the ECDL qualification, you must pass 7 tests, which may be taken in any order. The seven tests cover the seven modules of the ECDL Syllabus, and are administered throughout Europe by accredited Test Centres. Each test takes 45 minutes. Aberdeen College has been approved by the BCS as an Accredited Test Centre.

The course fees cover the cost of one attempt at each of the seven assessments which must be taken at Aberdeen College's Assessment Centre.

New Candidates are required to pay £30 for British Computer Society (BCS) registration at least 5 working days before they attend for the first test. Payment can be made by cash, cheque or card at the Assessment Centre Office, Room LG10, Tower Block, Gallowgate Centre or debit/credit card payments can be made by telephoning 01224 612237. This is not covered by the College Fee Waiver.

ENTRY REQUIREMENTS

ECDL is open to anyone - regardless of age, education, experience or background.

Although this is a foundation course, you need to have basic computer skills and therefore the course is not suitable for complete beginners. The SCQF Credit Level for the ECDL has been set at 5.

SPECIAL REQUIREMENTS

Please click here for a list of the technical requirements for this course. You must also have the following Microsoft Office 2007 software installed, to carry out the practice exercises:

- Word
- Excel
- Access
- PowerPoint
- Outlook Express

Please note : Microsoft Works would not be adequate for this purpose.

If you have any individual study needs please contact our Student Development Centre at 01224 612164

COMMENTS

Aberdeen College has its own dedicated team of Guidance and Advisory professionals for the benefit of both current students and anyone who is interested in becoming a student. Student Guidance and Advisory personnel are available throughout the year and are based in all the College's teaching centres, providing information, advice and confidential support services for all students. They are there to help students make informed decisions regarding their studies, and to help them deal with any difficulties that may arise.

To make an appointment to see a Student Adviser call into **Learner Services Reception** or telephone **01224 612284**. You can request further information by using the online Learner Services Enquiry Form.

Whilst studying with Business Solutions & Part-Time Learning, you will have access to the **College Libraries**, and the **IT Centre**. You will be assigned a tutor who is a subject specialist in your chosen course. Your tutor is there to support you through the course, provide assistance with the online learning materials and give feedback on your assessments. You will also have technical and administrative support from the **BSPL team**.

The Core Skills Analyser enables learners in Scotland to create their own core skills profile which they can print and save for their progress files or personal learning plans. You can assess your core skills by **clicking here**.

The prices quoted on this course leaflet are subject to change at any time so please check current prices when booking on/or enquiring about the course.

COURSE FEES

Residents in Scotland: £260.00

COURSE FEES

Non-residents: £1092.00

PROGRESSION ROUTES / CAREER OPPORTUNITIES

ECDL is a qualification in Information and Communication Technology Skills, which is recognised throughout Europe, and is supported and approved by the Council of European Professional Informatics Societies (CEPIS).

After successful completion of all seven modules, your Test Centre will contact the BCS, who will then send you a certificate for the European Computer Driving Licence.

CONTACT

Information & Booking Centre

Tel: + 44 (0)1224 612000

Email: enquiry@abcol.ac.uk