



European Computer Driving Licence (ECDL) (Part-Time)

This is an internationally accepted certificate demonstrating knowledge in basic concepts of IT, such as file management, word-processing, spreadsheets, database, presentation graphics and internet usage.

Entry Requirements

No prior knowledge of IT or skill in computing is needed to study ECDL; it is designed for people wishing to gain a benchmark qualification in computing to enhance their career prospects or for personal development.

Career Prospects

Any position where a basic competency in IT is required

Course Modules

ECDL qualifications comprise a combination of the modules listed below:

- IT user fundamentals
- Internet and email
- Word processing
- Spreadsheet software
- Presentation software
- Database software
- Online collaboration
- Improving productivity
- Project planning
- IT security for users

Assessment

Assessment is through a series of online tests

Coleg Afan
Coleg Bannau Brycheiniog
Academi Chweraeon Llandarcy
Canolfan Ragoriaeth Adeiladwaith Maesteg
Coleg Castell-nedd
Coleg Y Drenewydd
Coleg Pontardawe
Canolfan Adeiladwaith Abertawe

Afan College
Brecon Beacons College
Llandarcy Academy of Sport
Maesteg Construction Centre of Excellence
Neath College
Newtown College
Pontardawe College
Swansea Construction Centre





Additional Costs

There are additional costs for any resits

STUDY MODE

PT

LOCATION COURSE LENGTH

1Y

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