



ECDL Advanced (Level 3)

European Computer Driving Licence



Target Audience & Prerequisites

ECDL Advanced is designed specifically for those who wish to gain a benchmark qualification in computing to enable them to develop their ICT skills and enhance their career prospects. No prior knowledge of ICT or computer skills is needed to study ECDL although we ask that software for this qualification should be Microsoft Office 2003 as a minimum.

Course Outline

The ECDL Advanced qualification is made up of 4 modules which must be completed successfully:

- Word Processing
- Spreadsheet Software
- Database Software
- Presentation Software

Course Delivery

The course is delivered by BCS qualified tutors. A variety of support options are available:

- In-company or at TCoE on a one-to-one basis or in groups (maximum 3 per group). The frequency and duration of the support will be arranged to suit the candidate's needs with a maximum of 1 visit per module to the company.
- ECDL Surgery every Friday afternoon between 1pm and 4pm.
- Telephone, Skype and email support.
- Practice exams for each of the modules are marked and feedback given to the candidate prior to exam entry.

Accreditation & Reward

On successfully completing 1 of the required modules you will be awarded the BCS Level 3 Certificate in that advanced module. On successfully completing 3 of the required modules you will be awarded the BCS Level 3 Certificate in ICT. On successfully completing 4 of the required modules you will be awarded the BCS Expert Certificate. Progression onto more detailed areas of ICT is possible. Contact the Centre for details.

- Dates:** Flexible enrolment – candidates can begin at any point in the calendar year.
Venue: Textile Centre of Excellence or on client premises (details available on request)
Duration: Approximately 3 months per module depending on candidate ability
Contact: Paul Rogers or a member of the Commercial Services Team



INVESTOR IN PEOPLE



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