

# European Computer Driving License (ECDL)

## Course Description:

The European Computer Driving License (ECDL) is the world's leading end-user computer skills certification program. It is internationally recognized as the global benchmark for end-user computer skills and is the leading certification to be adopted by governments, international organizations and corporations alike. The ECDL/ICDL certifies that the holder is fully competent in the use of a personal computer and common computer applications and knows the essential concepts of IT. Lectures and exams can be taken in English and Albanian Language.

The ECDL/ICDL is a test of practical skills and competencies and consists of seven separate modules covering computer theory and practice. Module 1 is a theoretical test of computing knowledge at a general level and Modules 2-7 are practical skills Tests, as follows:

- Module 1 - Concepts of Information Technology (IT)
- Module 2 – Windows 7
- Module 3 - Word Processing (MS Word)
- Module 4 – Spreadsheets (Excel)
- Module 5 – Database (Access)
- Module 6 – Presentation (PowerPoint)

### ***Benefits of ECDL/ICDL for the employer:***

- Increased productivity
- Reduced costs
- Increased quality of output
- Reduction in time wasted
- Better use of IT resources
- Better return on IT investments

### ***Benefits of ECDL/ICDL for the candidate:***

- Increased skills levels in essential IT and computer use
- Internationally recognized qualification
- Improved job prospects/job mobility
- Passport to higher-level IT education
- Confidence Building

## Training Duration:

European Computer Driving Licence (ECDL) consists of 88 hours of training, usually delivered four (4) times a week on sessions of (2) hours.

**Training Cost:**

| <b>Training / Digital Curriculum</b>                 |                          |                         |
|--|--------------------------|-------------------------|
| <b>Modules</b>                                       | <b>Hours</b>             | <b>Price</b>            |
| Module 1: Concepts of Information technology         | 8                        | 24.00 €                 |
| Module 2: Using the Computer and Managing Files      | 12                       | 36.00 €                 |
| Module 3: Word Processing                            | 20                       | 60.00 €                 |
| Module 4: Spreadsheets                               | 16                       | 48.00 €                 |
| Module 5: Database                                   | 16                       | 48.00 €                 |
| Module 6: Presentation                               | 8                        | 24.00 €                 |
| Module 7: Information and Communication              | 8                        | 24.00 €                 |
| <b>Total: (all modules)</b>                          |                          | <b>264.00 €</b>         |
| <b>Certification</b>                                 |                          |                         |
| <b>Description</b>                                   | <b>Price - Education</b> | <b>Price - Training</b> |
| Skills Card  | 20.00 €                  | 45.00 €                 |
| Exam (per unit/exam)                                 | 10.00 €                  | 15.00 €                 |
| ECDL Books (One book for one module – 7 books total) | 7.00 €                   | 7.00 €                  |