

European Computer Driving *License (ECDL) –

Course Description:

The European Computer Driving License (ECDL) is the world's leading end-user computer skills certification programme. 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 XP
- 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:

Training / Digital Curriculum		
Modules	Hours	Price
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 €
Total: (all modules)		264.00 €
Certification		
Description	Price - Education	Price - Training
Skills Card	20.00 €	45.00 €
Exam (per unit/exam)	10.00 €	15.00 €
ECDL Book	15.00 €	15.00 €

Class plan for academic year 09/10:

Course	Schedule	Start Date	End Date	Week Days
ECDL	15:00 - 17:00	22-Sep-09	16-Jan-10	T-Th-S
ECDL	09:00 - 11:00	2-Feb-10	15-May-10	T-Th-S
ECDL	15:00 - 17:00	15-Mar-10	28-May-10	M-T-Th-F
ECDL	13:00 - 15:00	19-Apr-10	29-Jun-10	M-T-Th-F