

European Computer Driving Licence (ECDL)

Borders College

Venues

Jedburgh

Content

The ECDL syllabus is designed to cover the key concepts of computing, its practical applications and their use in the workplace and society. It is broken down into seven modules, each of which must be passed.

1. IT Security for Users
2. IT User Fundamentals
3. Word Processing
4. Spreadsheets
5. Database
6. Presentation
7. Using Internet and Email.

When all 7 modules have been successfully passed, a certificate will be issued by the British Computer Society.

Start Date

September

Qualification

College Cert

Study Method

Distance and Flexible learning

Course Length

30 weeks

Department

Business and Administration

Entry Requirements

No formal entry requirements

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

Nether Road
Galashiels
The Scottish Borders
TD1 3HE

Website

www.borderscollege.ac.uk