

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.

Monday - 12.30pm - 2.30pm

Wednesday - 6.00pm - 8.00pm

Start Date

January, April

Qualification

College Cert

Study Method

Part time (day)
Part time (evening)

Course Length

30 weeks

Department

Business and Administration

Entry Requirements

No formal entry requirements

Cost

£460.00

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Website

www.borderscollege.ac.uk