

## European Computer Driving Licence ECDL

### Erasmus+ Courses - KA1 Learning Mobility

#### ECDL - EUROPEAN COMPUTER DRIVING LICENCE

The ECDL is the **internationally-recognized** standard of competence, a **widely acceptable certificate** that asserts that the holder has the knowledge and skills needed to use the most common computer applications efficiently and productively in the workplace and at home. It aims to **eliminate the digital gap by setting up a bench-mark** for the level of skills of employees and students are required to have in order to perform efficiently in the Information Society.

The ECDL is owned and managed by the ECDL Foundation (NGO) which was established by the Council of Europe Information Scientists (CEPIS). Its headquarters are in Ireland.

#### REASONS FOR OBTAINING THE ECDL

##### Benefits for the individuals! Benefits for the organisations!

- ✔ The ECDL confirms to potential or current employers that the **person has a professionally recognized, relevant and up-to-date qualification that will assist in raising productivity and familiarity with the technology and its uses.**
- ✔ The ECDL holder has **the sound and recognized proof that he/she has the level of competencies and skills required**; thus increasing and enhancing the possibilities of employment.
- ✔ As the only **pan-European certificate**, the ECDL **operates and is recognized in all countries of the European Union** (and in many other countries)
- ✔ The ECDL Diploma is the only IT Skills Certification Programme which has been established and developed by the Council of European Professional Informatics Scientists – CEPIS) and is supported by 45 International Associations of Computing and 400.000 Information Technology professionals.

#### ACQUIRING THE ECDL STANDARD

**In order to obtain the ECDL STANDARD Diploma you have to successfully pass the 4 ECDL Base Modules and 3 ECDL Standard Modules. The ECDL exams are external and they can only be taken in ECDL approved examination centres in Europe.**

##### **ECDL BASE:**

This certification includes 4 mandatory Base Modules (Computer Essentials, Online Essentials, Word Processing, Spreadsheets) for all candidates and certifies essential computer skills, needed by everybody to perform everyday tasks when using a computer.

##### **ECDL STANDARD:**

This certification is made up of **7 modules**: the **4 Base modules plus 3 elective Standard modules** to be selected by the candidate. By combining essential modules with other modules of your choosing, you can demonstrate your ability in a range of skill areas, relevant to your individual requirements.

#### TARGET GROUP FOR THE ECDL

The ECDL Diploma can be obtained by **ANYONE who is interest to obtain a validated certificate that recognizes the existing ICT skills, knowledge and competences** - students (over the age of 11 years old), young people, youth, adults, professionals, senior-citizens etc.

#### ✔ ECDL MANDATORY BASE MODULES

✔ **Computer Essentials** – Gain skills and understanding of concepts relating to the use of devices, file creation and management, networks and data security.

✔ **Online Essentials** - Gain skills and understanding of concepts relating to web browsing, effective information search, online communication and e-mail.

✔ **Word Processing** – Gain skills to accomplish everyday tasks associated with creating, formatting and finishing word processing documents, such as letters, CVs, and other documents.

✔ **Spreadsheets** - Gain skills to perform tasks associated with developing, formatting, modifying and using a spreadsheet, to use standard formulas and functions, and to competently create and format graphs or charts.

#### ✔ ECDL ELECTIVE MODULES (TO SELECT 4)

✔ **Presentation** – Learn how to create professional standard presentations. Perform tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution.

✔ **Using Databases** – Learn how to use a desktop database effectively. Understand the main concepts of databases and demonstrate the ability to use a database application: creating and modifying tables, queries, forms and reports, and preparing outputs ready for distribution.

✔ **Web Editing** - Gain skills which enable you to understand the key web editing and publishing concepts, and to design, create, upload, and maintain a static website.

✔ **Project Planning** – Learn to use project management software to prepare project plans and monitor projects including planning and managing time, costs, tasks, and resources.

#### IMPORTANT THINGS TO KNOW FOR THE ECDL :

- ✔ The ECDL exam modules can be taken **individually** at any EU country.
- ✔ The ECDL Log Book is **transferable** so that any ECDL exam centre can certify that the specific module has been passed.
- ✔ The ECDL courses and exams can be taken in **English or Greek**.
- ✔ The ECDL is **recognized, validated and certified as a professional qualification** in Cyprus and in other EU countries.
- ✔ A **Europass Mobility Certificate** is issued for each Module or for the ECDL Core Diploma.
- ✔ Upon completion of the ECDL Core Diploma (7 Modules) **exception credits according to the ECTS regulations** is possible to be obtained.

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2016	MODULES
25/01 - 01/02/2016	Computer Essentials
02/02 - 09/02/2016	Online Essentials
15/02 - 22/02/2016	Word Processing
23/02 - 01-03/2016	Spreadsheets
04/03 - 11/03/2016	Presentation
15/03 - 22/03/2016	Using Databases
04/04 - 11/04/2016	Web Editing
12/04 - 19/04/2016	Project Management
09/05 – 16/05/2016	Computer Essentials
17/05 – 24/05/2016	Online Essentials
30/05 - 06/06/2016	Word Processing
07/06 - 14/06/2016	Spreadsheets
04/07 - 11/07/2016	Presentation
12/07 - 18/07/2016	Using Databases
19/07 - 26/07/2016	Web Editing

Upon request custom-made programmes for the ECDL Core can be organized at various times during the academic year. Please allow two weeks in order to attend the ECDL course and take the official ECDL exams.

COUNTRY: Cyprus (Nicosia)

COST: €490 (7 WORKING DAYS COURSES FOR EACH MODULE- Fully funded by the Erasmus+ Programme)

EXAMS COST FOR EACH ECDL MODULE: €50 Fully funded by the Erasmus+ Programme

TARGET GROUP: Students, Young people, Youth, Teachers, Trainers

LANGUAGE: English, Greek

Contact information: "Emphasys: Centre for Education, ICT Training and Research"

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