



Business &
Enterprise

ECDL Overview

The European Computer Driving License® (ECDL) is the internationally recognised qualification which enables people to demonstrate their competence in computer skills.

ECDL is designed specifically for those who wish to gain a benchmark qualification in computing to enable them to develop their IT skills and enhance their career prospects.

No prior knowledge of IT though some minimal computer skills are essential to study ECDL.

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 before an ECDL certificate is awarded.

Once a candidate is registered at an Approved Centre (i.e. Havering 6th Form College), a logbook listing all 7 modules is issued. You must enroll with Havering stating the centre you wish to study at is Sacred Heart of Mary Girls' School.

It is proposed that we will start the course on Thursday 25th September at 7pm (1.5-2 hours). The time is to be confirmed before the end of the summer term.

The modules may be taken in any order and over any period of time up to three years - even all at once - offering maximum flexibility.

When all **7** modules have been successfully passed, a Level 1 certificate will be achieved. To achieve a Level 2 certificate candidates ideally must pass the Level 1 modules and pass the Unit E integrated assignment, which is optional.

The seven modules that make up the ECDL are:-

1. **Basic concepts of IT**
2. **Using the computer and managing files**
3. **Word processing**
4. **Spreadsheets**
5. **Database**
6. **Presentation**
7. **Information and Communication**

If you have any questions/queries please contact either:-

Mr. S. Corless in person or by email: scorless@mary.havering.sch.uk

Or

Mrs. D. Rogers email: drogers@mary.havering.sch.uk