



## ECDL Advanced (Level 3) European Computer Driving Licence

### Target Audience & Prerequisites

ECDL Advanced 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 or computer skills is needed to study ECDL although we ask that software for this qualification should be Microsoft Office 2003 as a minimum.

### Course Outline

The ECDL Advanced qualification is made up of 5 modules which must be completed successfully:

- Word Processing
- Spreadsheet Software
- Database Software
- Presentation Software
- Improving Productivity Using IT

### Course Delivery

The course is delivered by BCS qualified tutors. A variety of support options are available:

- In-company or at TCOE on a one-to-one basis or in groups (maximum 3 per group). The frequency and duration of the support will be arranged to suit the candidate's needs.
- ECDL Surgery every Friday afternoon between 1pm and 4pm.
- Telephone, Skype and email support.
- A logbook confirming registration is signed off upon completion of each module.
- Practice exams for each of the modules are marked and feedback given to the candidate prior to exam entry.

### Accreditation & Reward

On successfully completing the required modules you will be awarded the BCS Level 3 ITQ Certificate in IT User Skills. Progression onto more detailed areas of IT is possible. Contact the Centre for details.

- Dates:** This course allows for flexible enrolment – candidates can begin at any point in the calendar year.
- Venue:** Textile Centre of Excellence or on client premises (details available on request)
- Duration:** Approximately 10 months depending on candidate ability
- Cost:** £153.00 + VAT per module for members  
£180.00 + VAT per module for non-members
- Contact:** Paul Rogers or a member of the Commercial Services Team



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Tel: (01484) 346500

Fax: (01484) 346501

Email: [sianpatrick@textile-training.com](mailto:sianpatrick@textile-training.com)

Web: [www.textile-house.co.uk](http://www.textile-house.co.uk)

Huddersfield & District Textile Training Co Ltd, subsidiary Huddersfield Textile Training Ltd  
Registered in England, Company Numbers: 3485552 & 3481670 VAT Reg No: 399 4093 00