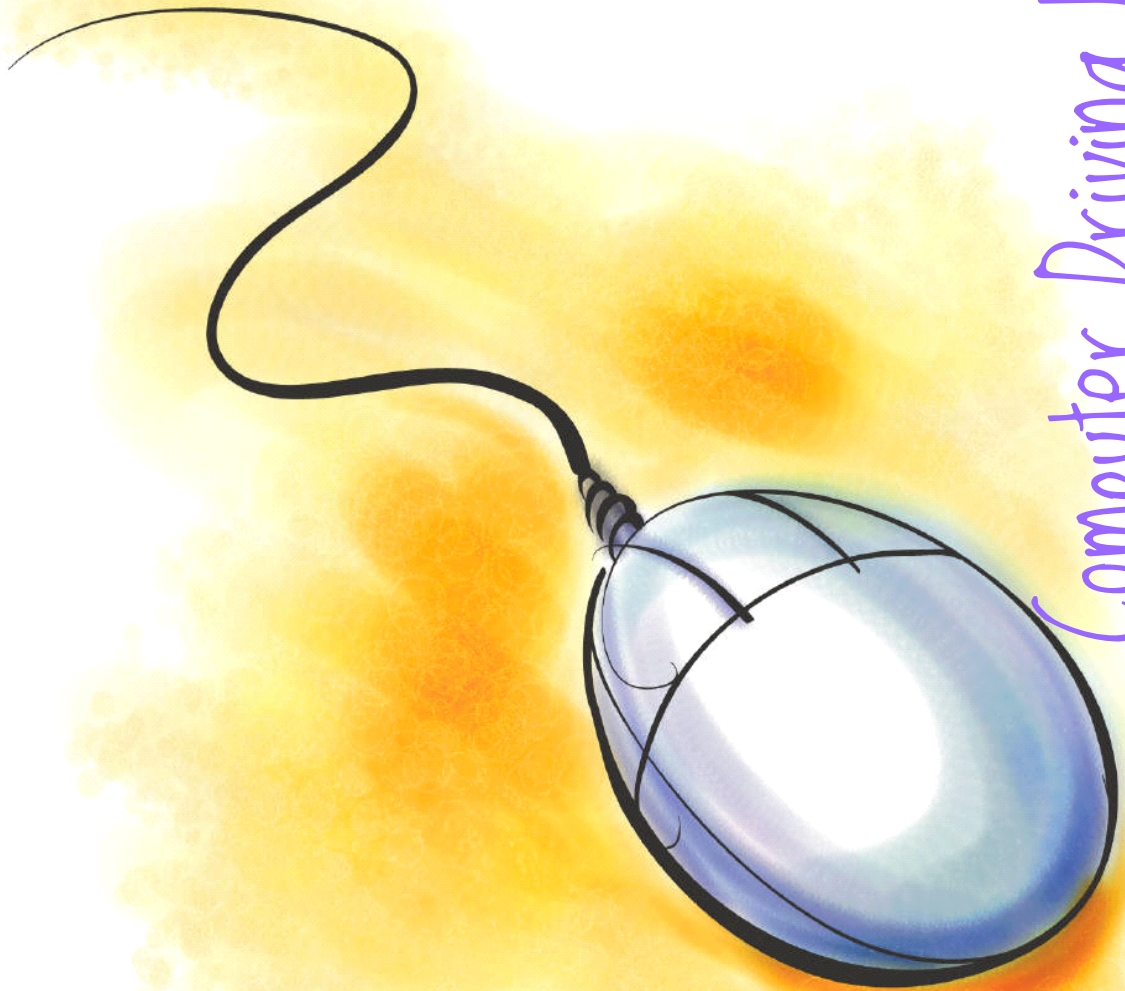


Online Courses

Computer Driving Licenc



European Computer Driving Licence



European Computer Driving Licence Library

**£60.00 + VAT per individual unit OR
£225.00 + VAT for all units**



Our ECDL (European Computer Driving Licence) courses help learners prepare for the ECDL examinations by gaining a basic level of competence in using a personal computer and in using particular applications.

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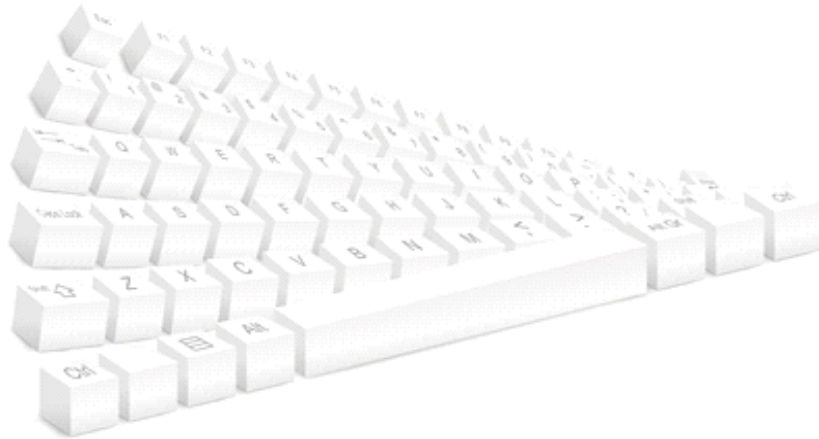
- BCS Certificate for IT Users (Level 2)
- European Computer Driving Licence Version 4.0 (39 hours)
- European Computer Driving Licence Version 4.0 XP (42 hours)
- European Computer Driving Licence Version 4.5 (44 hours)

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ECDL



BCS Certificate for IT Users (Level 2) – Unit E Series (4 hours)

This series provides practical information about the topics covered on the British Computer Society Certificate for IT Users (Level 2) – Unit E examination. Learners will understand legal, health and safety issues involved in using IT. They will also learn how to work with files, folders, date and applications.

European Computer Driving Licence Version 4.0 (39 hours)

This series is designed for computer users who have limited or no computer experience, and may be used to help prepare for the European Computer Driving Licence Examination, Syllabus Version 4.0. The series of courses provides an overview of computer hardware, storage, software, and security and copyright considerations.

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This series also provides introductory instruction on using a personal computer and managing files. In addition, it covers using various PC applications including word processing, spreadsheet, database, presentation, browser, and electronic mail applications. The European Computer Driving Licence® (or ECDL) is the registered trade mark of The European Computer Driving Licence Foundation Limited in Ireland and other countries.

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This series also provides introductory instruction on using a personal computer and managing files. In addition, it covers using various PC applications including word processing, spreadsheet, database, presentation, browser, and electronic mail applications and focuses on *Windows Vista and MS Office 2007*. The European Computer Driving Licence® (or ECDL) is the registered trade mark of The European Computer Driving Licence Foundation Limited in Ireland and other countries.

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International Computer Driving Licence



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- **BCS Certificate for IT Users (Level 2) – Unit E Series** (4 hours)
- **International Computer Driving Licence Version 4.0** (39 hours)
- **International Computer Driving Licence Version 4.0 XP** (42 hours)
- **International Computer Driving Licence Version 4.0 XP for the United States** (42 hours)

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ICDL



BCS Certificate for IT Users (Level 2) – Unit E Series (4 hours)

This series provides practical information about the topics covered on the British Computer Society Certificate for IT Users (Level 2) – Unit E examination. Learners will understand legal, health and safety issues involved in using IT. They will also learn how to work with files, folders, date and applications.

International Computer Driving Licence Version 4.0 (39 hours)

This series is designed for computer users who have limited or no computer experience, and may be used to help prepare for the International Computer Driving Licence Examination, Syllabus Version 4.0. It provides an overview of computer hardware, storage, software, and security and copyright considerations. This series also provides introductory instruction on using a personal computer and managing files, and using various PC applications including word processing, spreadsheet, database, presentation, browser, and electronic mail applications.

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This series is designed for computer users who have limited or no computer experience, and may be used to help prepare for the International Computer Driving Licence Examination, Syllabus Version 4.0. The series of courses provides an overview of computer hardware, storage, software, and security and copyright considerations. This series also provides introductory instruction on using a personal computer and managing files, and using various PC applications including word processing, spreadsheet, database, presentation, browser, and electronic mail applications.

International Computer Driving Licence Version 4.0 XP for the United States (42 hours)

This series is designed for computer users who have limited or no computer experience, and may be used to help prepare for the International Computer Driving Licence Examination, Syllabus Version 4.0. It provides an overview of computer hardware, storage,

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