European Computer Driving Licence (ECDL)

ECDL is the European standard accreditation awarded by the recognition of having completed basic computer training skills and competencies at user level. Managed by the ECDL foundation (www.ecdl.org) the accreditation is implemented across Europe (in Spain through ATI, Asociación de Técnicos de Informática; www.ati.es), and under the ICDL abbreviation for the rest of the world. ECDL is an independent software and is valid for Microsoft applications use or for free software.

In 2012, more than 9 million people registered for this accreditation and more than 12 million if we would have to join it to the rest of the world. In some European countries is the official reference computer training in secondary and higher education as well as public administrations. Some international organisms include the ECDL accreditation as a compulsory requirement or as desirable condition for job candidates.

Objectives:

- To accredit knowledge of users on ICT and competency in working with personal computers and with common computer applications to obtain the recognition of employers, academic authorities and society in general. the level of knowledge about information technology and competence in working with personal computers and common computer applications.

- To help computer users to learn all the advantages of working with personal computers and to increase the effectiveness of all employees who need to use computers in their jobs.

- To provide a basic qualification allowing any person to be part of the Information Society.

Content

The skills and knowledge of the ECDL accreditation are grouped into the following modules.

Module 1: Basic Concepts of Information and Communication Technology (ICT).
Module 2: Computer use and file management.
Module 3: Word processing.
Module 4: Excel.
Module 5: Access.
Module 6: PowerPoint.
Module 7: Web Browsing and Communication.

Details of each module are public and are available in Spanish at: www.ecdl.es

Recipients

ECDL is intended for general public, regardless of the academic educational level, who wants or needs to a use a computer effectively. It's European and international recognition makes it particularly attractive for those interested in geographic mobility.

How to obtain it?

It is obtained by passing an automated exam for each module in an authorized exam center. The Department of Computer Science of the University of Alcala is an approved examination center. Tests may be taken in Spanish or English.

Each module has a test performed in a computer center. It consists of 36 questions of two types:

- Theory questions, of multiple choice with a valid answer.
- Practice questions which require that the student completes a number of operations on a simulated display

In order to obtain a passing grade one needs to obtain at least 75% correct answers in a maximum time of 30 minutes.

Two possible accreditations:

- ECDL Start: after passing exams of the modules 2, 3, 7, and another one to be chosen by the candidate.
- ECDL Completed: After passing the 7 modules.

Candidates can take the exam without having studied or attending any previous official training or specific training course. However, it is recommended to receive specific training courses to reach the required competency level to pass the exams. The University of Alcala offers the following options:

- Cross subject / Optional course: Training for the use of ICT.
- Online tutorial course specific to those presented to self examination.
- Online service for ECDL exam preparation (General Foundation of the UAH).
- Official University of Alcala course (only available in official enrollment periods).

Information

The website: http://ecdl.cc.uah.es may inform you concerning the approved examination center of the University of Alcala. Exam fees are determined by the costs incurred (own costs and ECDL Foundation) which ATI charges to the different centers. Fees are lower for students and University staff.

- Registration (TEHI), exams (2 opportunities) and ECDL Start diploma: 95 euros.

- Registration (TEHI), exams (2 opportunities) and ECDL Full diploma: 135 euros.
- Online tutorial: 35 euros.
- Online ECDL training course: 110 euros.
- Official course for the University of Alcala: to be determined.

More information can be obtained at: luis.fernandezs@uah.es y ecdl@uah.es

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