

Recognized
Qualification
by MQC Malta



LEARN KEY INSTITUTE
DEVELOPING SKILLS - IMPROVING KNOWLEDGE



ECDL/ICDL

The new ECDL is made up of a set of modules grouped under the following headings:
Base or **Standard**

- **Base modules** are the building blocks for digital literacy, describing essential skills and knowledge.
- **Standard modules** allow individuals to build their digital competence, depending on their needs.

LCCI

International
Qualifications from EDI

ECDL Base (which will replace ECDL START) is a certification of an individual's digital literacy. It consists of four separate modules that cover key ICT skills and knowledge areas. These four essential modules are:

Computer Essentials (CE) - essential knowledge and skills relating to the use of computers and devices (*replaces module 2 and part of module 1*)

Online Essentials (OE) - knowledge and skills underpinning the use of the Internet to identify and retrieve information, to engage in online activities, and to communicate effectively (*replaces module 7 and part of module 1*)

Word Processing - skills related to working with text in a word processing application (*current module 3 retained – no changes*)

Spreadsheets - skills related to working with numbers in a spreadsheet application (*current module 4 retained – no changes*)

ECDL Standard (which will replace ECDL CORE) is a certification which can be obtained by studying the following 3 modules added with the 4 modules of the ECDL Base.

Presentation
Using Databases
IT Security

Modules

Computer Essentials
Online Essentials
Word Processing
Spreadsheets
Presentation
IT Security
Database

Lessons are held once or twice weekly, 2 hrs per session



sage PASTEL

AUTHORISED TRAINING CENTRE

Base
Certification
Course
€90

Standard
Certification
Course
€150

Free notes
given on CD.



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