ICDL

This module sets out essential concepts and skills relating to the use of devices, file creation and management, networks, and data security.

On completion of this module the candidate will be able to:

- Understand key concepts relating to ICT, computers, devices and software.
- Start up and shut down a computer.
- Work effectively on the computer desktop using icons, windows.
- Adjust the main operating system settings and use built-in help features.
- Create a simple document and print an output.
- Know about the main concepts of file management and be able to efficiently organise files and folders.
- Understand key storage concepts and use utility software to compress and extract large files.
- Understand network concepts and connection options and be able to connect to a network.
- Understand the importance of protecting data and devices from malware, and the importance of backing up data.
- Recognise considerations relating to green IT, accessibility, and user health.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills and main concepts relating to ICT, computers, devices, and software.
- Certifies best practice in effective computer use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit www.icdl.org/programmes.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Computers and Devices	• ICT • Hardware • Software and Licensing • Start Up, Shut Down
Desktop, Icons, Settings	• Desktop and Icons • Using Windows • Tools and Settings
Outputs	• Working with Text • Printing
File Management	• Introducing Files and Folders • Organising Files and Folders • Storage and Compression
Networks	• Network Concepts • Network Access
Security and Well-Being	• Protecting Data and Devices • Malware • Health and Green IT

ICDL
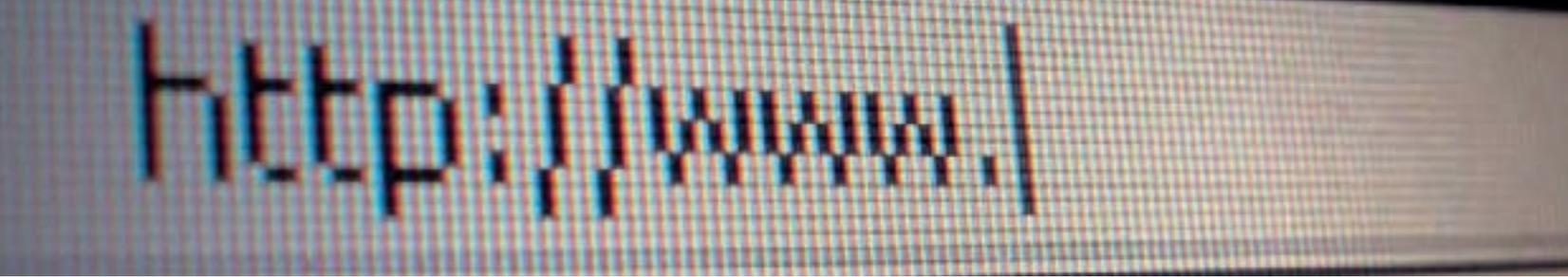
This module sets out essential concepts and skills relating to web browsing, effective information search, online communication and e-mail.

On completion of this module the candidate will be able to:

- Understand web browsing and online security concepts.
- Use the web browser and manage browser settings, bookmarks, and web outputs.
- Search effectively for online information and critically evaluate web content.
- Understand key copyright and data protection issues.
- Understand concepts of online communities, communications and email.
- Send, receive e-mails and manage email settings.
- Organise and search emails and use calendars.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills needed to understand the main concepts relating to web browsing and online security.
- Certifies best practice in effective online computer use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit www.icdl.org/programmes.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Web Browsing Concepts	• Key Concepts • Security and Safety
Web Browsing	• Using the Web Browser • Tools and Settings • Bookmarks • Web Outputs
Web-Based Information	• Search • Critical Evaluation • Copyright, Data Protection
Communication Concepts	• Online Communities • Communication Tools • E-mail Concepts
Using E-mail	• Sending E-mail • Receiving E-mail • Tools and Settings • Organising E-mails • Using Calendars

ICDL

This module allows candidates to demonstrate the ability to use a word processing application to accomplish everyday tasks associated with creating, formatting, and finishing small-sized word processing documents, such as letters and other everyday documents.

On completion of this module the candidate will be able to:

- Work with documents and save them in different file formats.
- Choose built-in options, such as the Help function, to enhance productivity.
- Create and edit small-sized word processing documents that will be ready to share and distribute.
- Apply different formats to documents to enhance them before distribution; recognise good practice in choosing the appropriate formatting options.
- Insert tables, images, and drawn objects into documents.
- Prepare documents for mail merge operations.
- Adjust document page settings.
- Check and correct spelling before finally printing documents.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Using the Application	• Working with Documents • Enhancing Productivity
Document Creation	• Enter Text • Select, Edit
Formatting	• Text • Paragraphs • Styles
Objects	• Table Creation • Table Formatting • Graphical Objects
Mail Merge	• Preparation • Outputs
Prepare Outputs	• Setup • Check and Print

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills needed to use a word processing application.
- Can be applied to a range of word processing software from vendor packages to 'freeware'.
- Certifies best practice in effective word processing software use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit www.icdl.org/programmes.

ICDL

This module allows candidates to understand the concept of spreadsheets and to demonstrate an ability to use a spreadsheet to produce accurate work outputs.

On completion of this module the candidate will be able to:

- Work with spreadsheets and save them in different file formats.
- Choose built-in options, such as the Help function, within the application to enhance productivity.
- Enter data into cells; use good practice in creating lists.
- Select, sort and copy, move and delete data.
- Edit rows and columns in a worksheet.
- Copy, move, delete, and appropriately rename worksheets.
- Create mathematical and logical formulas using standard spreadsheet functions; use good practice in formula creation; recognise error values in formulas.
- Format numbers and text content in a spreadsheet.
- Choose, create, and format charts to communicate information meaningfully.
- Adjust spreadsheet page settings.
- Check and correct spreadsheet content before finally printing spreadsheets.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills needed to use spreadsheets.
- Can be applied to a range of spreadsheets software from vendor packages to 'freeware'.
- Certifies best practice in effective spreadsheets software use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit www.icdl.org/programmes.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Using the Application	• Working with Spreadsheets • Enhancing Productivity
Cells	• Insert, Select • Edit, Sort • Copy, Move, Delete
Managing Worksheets	• Rows and Columns • Worksheets
Formulas and Functions	• Arithmetic Formulas • Functions
Formatting	• Numbers/Dates • Contents • Alignment, Border Effects
Charts	• Create • Edit
Prepare Outputs	• Setup • Check and Print

ICDL

This module allows candidates to understand the concept of presentations and to demonstrate competence in using presentation software.

On completion of this module the candidate will be able to:

- Work with presentations and save them in different file formats.
- Choose built-in options, such as the Help function, within the application to enhance productivity.
- Understand different presentation views and when to use them; choose different slide layouts and designs.
- Enter, edit, and format text in presentations.
- Recognise good practice in applying unique titles to slides.
- Choose, create, and format charts to communicate information meaningfully.
- Insert and edit pictures, images, and drawn objects.
- Apply animation and transition effects to presentations.
- Check and correct presentation content before finally printing and giving presentations.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills needed to use presentation software.
- Can be applied to a range of presentation software from vendor packages to 'freeware'.
- Certifies best practice in effective presentation software use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit www.icdl.org/programmes.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Using the Application	• Working with Presentations • Enhancing Productivity
Developing a Presentation	• Presentation Views • Slides • Master Slide
Text	• Handling Text • Formatting • Lists • Tables
Charts	• Using Charts • Organisation Charts
Graphical Objects	• Insert, Manipulate • Drawing
Prepare Outputs	• Preparation • Check and Deliver

ICDL

This module allows candidates to understand the concept of a database and demonstrate competence in using a database.

On completion of this module the candidate will be able to:

- Understand what a database is and how it is organised and operated.
- Create a simple database and view the database content in various modes.
- Create a table; define and modify fields and their properties; enter and edit data in a table.
- Sort and filter a table or form; create, modify and run queries to retrieve specific information from a database.
- Understand what a form is; create a form to enter, modify, and delete records and data in records.
- Create routine reports and prepare outputs ready for distribution.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills needed to organise and operate a database.
- Can be applied to a range of database software from vendor packages to 'freeware'.
- Certifies best practice in effective database software use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit www.icdl.org/programmes.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Understanding Databases	• Key Concepts • Database Organisation • Relationships • Operation
Using the Application	• Working with Databases • Common Tasks
Tables	• Records • Design
Retrieving Information	• Main Operations • Queries
Objects	• Forms
Outputs	• Reports, Data Export • Printing

ICDL

This module enables the candidate to understand key web publishing concepts and to create, upload, and maintain a web site.

On completion of this module the candidate will be able to:

- Understand key web concepts and terms.
- Know about the basic principles of HTML; use common HTML mark-up tags to modify the layout of a web page.
- Use a web authoring application to design and format web pages; format text; work with hyperlinks and tables.
- Recognise and use common web image formats; create forms in a web page.
- Understand and use cascading style sheets.
- Prepare web pages for publishing to a web server.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Applicable to a variety of web publishing software.
- Provides the candidate with the skills to develop, publish, and maintain a website.
- Certifies best practice in website creation.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit www.icdl.org/programmes.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Web Concepts	• Key Terms • Web Publishing • Legal Issues
HTML	• Fundamentals of HTML • Using HTML
Web Authoring	• Design • Using the Application • Enhancing Productivity • Text Input and Formatting • Paragraph Formatting • Page Formatting • Hyperlinks • Tables
Using Objects	• Graphical Objects • Forms
Styles	• CSS Concepts • Using CSS
Prepare Upload	• Check • Publish

ICDL

This module enables the candidate to understand the main concepts underlying digital images and to use an image editing application to enhance images, apply effects, and prepare an image for printing and publishing.

On completion of this module the candidate will be able to:

- Understand the main concepts of using digital images; understand graphic format options and colour concepts.
- Open an existing image; save an image in different formats; set image file options.
- Use built-in options, such as displaying toolbars, palettes, to enhance productivity.
- Capture and save an image; use various selection tools; manipulate images.
- Create and use layers; work with text; use effects and filters; use drawing and painting tools.
- Prepare images for printing or publishing.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Can be applied to a range of image editing software from professional packages to 'freeware'.
- Certifies best practice in basic digital image editing.
- Provides a solid grounding in working with digital images.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit www.icdl.org/programmes.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Imaging Concepts	• Digital Images • Graphic Formats • Colour Concepts
Image Capture	• Capturing Images
Using the Application	• Image Creation • Settings • Enhancing Productivity
Working with Images	• Selection • Image Manipulation • Layers • Text • Effects and Filters
Drawing and Painting	• Drawing Tools • Painting Tools
Prepare Outputs	• Setup • Print

ICDL

This module enables candidates to use project management software to prepare project plans and monitor projects, including planning and managing time, costs, tasks, and resources.

On completion of this module the candidate will be able to:

- Understand the key concepts relating to managing projects.
- Use a project management application to create a new project and maintain an existing project.
- Create and schedule tasks; add project constraints and deadlines.
- Assign costs; create and assign resources to tasks.
- View the critical path, monitor progress, and reschedule work.
- Prepare and print outputs, including charts and reports.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills needed to use project planning applications.
- Can be applied to a range of project planning software from vendor packages to 'freeware'.
- Certifies best practice in effective project planning software use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit www.icdl.org/programmes.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Project Management Tools	• Key Concepts
Project Creation	• Working with Projects • Starting a New Project
Tasks	• Creating Tasks • Scheduling and Relationships • Constraints and Deadlines • Notes, Hyperlinks
Resources and Costs	• Resources • Costs
Project Monitoring	• Critical Path • Monitoring Progress and Rescheduling
Prepare Outputs	• Setup • Print

ICDL

This module allows candidates to understand the main concepts underlying the secure use of ICT in daily life and to use relevant techniques and applications to maintain a secure network connection, use the Internet safely and securely, and manage data and information appropriately.

On completion of this module the candidate will be able to:

- Understand the key concepts relating to the importance of secure information and data, physical security, privacy and identity theft.
- Protect a computer, device, or network from malware and unauthorised access.
- Understand the types of networks, connection types, and network specific issues, including firewalls.
- Browse the World Wide Web; communicate on the Internet securely.
- Understand security issues related to communications, including e-mail and instant messaging.
- Back up and restore data appropriately and safely; securely dispose of data and devices.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the skills needed to understand the key concepts relating to the importance of secure information and data, physical security, privacy, and identity theft.
- Certifies best practice in IT security.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit www.icdl.org/programmes.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Security Concepts	• Data Threats • Value of Information • Personal Security • File Security
Malware	• Definition and Function • Types • Protection
Network Security	• Networks • Network Connections • Wireless Security • Access Control
Secure Web Use	• Web Browsing • Social Networking
Communications	• E-mail • Instant Messaging
Secure Data Management	• Securing and Backing Up Data • Secure Destruction

ICDL

This module sets out concepts and skills relating to the setup and use of online collaborative tools, such as storage, productivity applications, calendars, social media, web meetings, learning environments, and mobile technology.

On completion of this module the candidate will be able to:

- Understand the key concepts relating to online collaboration and cloud computing.
- Set up accounts to prepare for online collaboration.
- Use online storage and web-based productivity applications to collaborate.
- Use online and mobile calendars to manage and plan activities.
- Collaborate and interact using social networks, blogs, and wikis.
- Schedule and host online meetings and use online learning environments.
- Understand key mobile technology concepts and use features such as e-mail, applications, and synchronisation.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills needed to understand the main concepts relating to online collaboration and cloud computing.
- Certifies best practice in effective use of online collaboration tools and mobile technology.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit www.icdl.org/programmes.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Collaboration Concepts	• Key Concepts • Cloud Computing
Preparation for Online Collaboration	• Common Setup Features • Setup
Using Online Collaborative Tools	• Online Storage and Productivity Applications • Online Calendars • Social Media • Online Meetings • Online Learning Environments
Mobile Collaboration	• Key Concepts • Using Mobile Devices • Applications • Synchronisation

ICDL
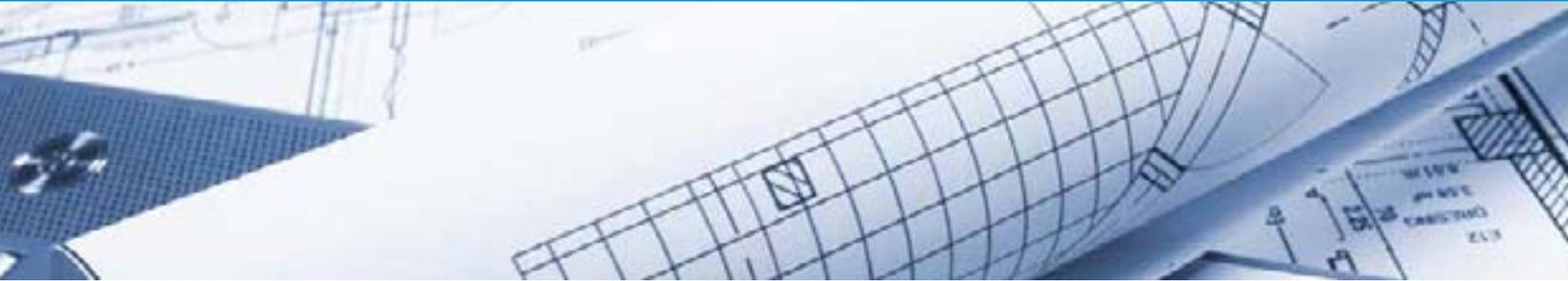
This module is suitable for second-level and third-level students commencing study in fields related to the architectural, engineering, and construction sectors, who wish to certify their 2D CAD skills to an independent international standard. It is also suited to those who may already work in these sectors in a non-technical capacity and who wish to acquire or certify 2D CAD skills.

On completion of this module the candidate will be able to:

- Use a two-dimensional design application to create and save drawings, import and export drawings.
- Use layers and levels.
- Create objects and elements; use selection tools; manipulate objects and elements.
- Use inquiry commands, for example, to measure distances, angles, areas.
- Set and modify properties; create and modify text and dimensions.
- Use blocks and cells; create, edit, and use objects from a cell library; embed or link to objects using OLE.
- Prepare outputs for printing or plotting.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Getting Started	• First Steps • Navigating • Using Layers/Levels • Drawing Exchange
Main Operations	• Create Objects/Elements • Selection Tools • Manipulate Objects /Elements • Using Inquiry Commands • Properties • Annotation (text and dimensions)
Advanced Features	• Using Blocks/Cells • Using OLE
Outputs	• Plot/Print Options

WHAT ARE THE BENEFITS OF THIS MODULE?

- Provides a comprehensive introduction to core 2D CAD skills.
- Can be applied to a range of 2D CAD software from professional packages to 'freeware'.
- Certifies best practice in 2D CAD software use.
- Provides a strong level of knowledge that enhances non-technical staff awareness of the fundamentals of 2D CAD.
- Developed with input from computer users, subject matter experts and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this module and to locate your nearest accredited test centre, please visit www.icdl.org/programmes.