

ECDL/ICDL (Version 6) Essential Certification (4 Modules)

Modules

Computer Essentials using Microsoft Windows 7

This module covers everything from hardware to software to malware. It teaches essential concepts and skills about the use of devices, file creation and management, networks and data security.

Online Essentials using Internet Explorer and Microsoft Outlook 2010

Online Essentials covers security and safety on the web, the concepts of online communities, communications and email. It covers the essentials you need for going online, including web browsing, effective search engine use, online communication and email.

Word Processing using Microsoft Word 2010

This module enables 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.

Spreadsheets using Microsoft Excel 2010

This module enables candidates to understand the concept of spreadsheets and to demonstrate the ability to use a spreadsheet application. Candidates will understand and be able to accomplish tasks associated with developing, formatting, modifying and using a spreadsheet, in addition to using standard formulas and functions, and demonstrate competence in creating and formatting graphs or charts.

ECDL/ICDL (Version 6) Full Certification (7 Modules)

Modules

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IT Security General guide to secure computer use

This new security-specific module is intended for computer users at home or at work (rather than for IT professionals) and it will enable those who spend a considerable amount of time online or using a computer during the course of their work or at home to protect both themselves and their data from a range of fraudulent/malicious activities. This module is equally useful for individuals, employers, and educationalists.

Presentation using Microsoft PowerPoint 2010

This module enables candidates to demonstrate competence in using presentation tools on a computer. Candidates will be able to accomplish tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution.

Database using Microsoft Access 2010

This module enables candidates to understand some of the main concepts of databases and demonstrate the ability to use a database application. This includes creating and modifying tables, queries, forms and reports, and preparing outputs ready for distribution, as well as learning to relate tables and to retrieve and manipulate information from a database by using query and sort tools.

ECDL/ICDL (Version 6) Extra (Individual Modules)

Modules

Online Collaboration

using Cloud services

Essential for our world of cloud-storage, shared online documents and social networking. It covers the tools, theories and technologies behind online collaboration, along with the risks.

Image Editing

using The Gimp image editor

Which provides the user with an understanding of the main concepts underlying digital images and the fundamental skills required to use an image editing application to enhance images, apply effects, and prepare an image for printing and publishing. By explaining the basics and the specific terms used, ECDL Image Editing covers the practical skills needed to get the most out of image editing software applications.

Web Editing

using KompoZer web editor software

which offers candidates the opportunity to acquire an understanding of key web publishing concepts and the core skills required to design, create and maintain a static website, without having to commit time and valuable resources to a professional-level web design programme. Candidates learn a range of web design skills from HTML to cascading style sheets (CSS).

Project Planning

using Microsoft Project 2010 (online only)

Which aims to suit a broad range of candidates who are planning projects - for example, university students planning a research project, individuals planning construction projects of various sizes, managers of content development projects relating to training, or individuals planning an event such as a corporate conference or wedding.