

NEW ECDL using MS Office 2007, 2010 or 2013

ECDL Profile

ECDL PROFILE – DO IT YOUR WAY

Your ECDL

Computer Essentials	Online Essentials
Word Processing	Spreadsheets
Using Databases	Presentations
Online collaboration	Web Editing
Image Editing	IT Security
Project Planning	

With ECDL Profile, you choose the module combinations best suited to you. After passing the tests, those modules then represent your ECDL Profile, which are listed on your ECDL Profile certificate.

With ECDL Profile, you can become certified in the skills you need for your own educational and professional journey. ECDL Profile is flexible, so candidates or companies can build the profile that suits their needs or interests.

An ECDL Profile is for life. You can build on it over time as you update your skills, as technology evolves or when new modules are developed.

The great benefit of New ECDL is that:

1. There are now a choice of 11 modules instead of seven
2. The three year limit on completing ECDL has been removed. Candidates essentially register once and they have a skills card for life. This means in years to come they can add additional ECDL modules to their skills card.

Your ECDL Profile grows with you: it never expires, and will always be proof of your skills and lifelong learning.

Depending on your skill level we recommend you attain ECDL Essential, ECDL Award or ECDL Expert certification.

Modules Covered

Computer Essentials	1.1 — Hardware and software 1.2 — Desktop and using Windows. 1.3 — File Management 1.4 — Network concepts 1.5 — Safety using computers 1.6 — Printing
Online Essentials	2.1 — Web Browsing Concepts 2.2 — Using a web browser, bookmarks, web outputs 2.3 — Web-based information – search, copyright, data protection 2.4 — Communication concepts – online communities, tools, email concepts 2.5 — Using E-Mail Sending, receiving emails, settings, calendars



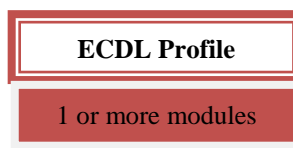
Word Processing	<p>3.1 — Working with documents, enhancing productivity</p> <p>3.2 — Document creation – enter, edit, save</p> <p>3.3 — Format text – paragraphs, styles</p> <p>3.4 — Objects – Table creation, table formatting, graphical objects</p> <p>3.5 — Mail Merge – Preparation, outputs</p> <p>3.6 — Prepare outputs, print</p>
Spreadsheets	<p>4.1 – Working with the application, enhancing productivity</p> <p>4.2 – Inserting, selecting, copying, moving and deleting cells</p> <p>4.3 – Managing Worksheets – row and column editing</p> <p>4.4 – Using formulae, creating arithmetic and logical functions</p> <p>4.5 – Formatting – numbers/dates, content, alignment options, borders and shading</p> <p>4.6 – Create and edit charts</p> <p>4.7 – Preparing Outputs- setup, check and print</p>
Using Databases	<p>5.1 — Understanding databases, concepts, relationships, operation</p> <p>5.2 — Creating tables - design, data entry</p> <p>5.3 — Queries – Retrieving information, saving and modifying queries</p> <p>5.4 — Forms – creation and modification</p> <p>5.5 — Reports – design and print.</p> <p>5.6 — Data Export</p>
Presentation	<p>6.1 — Using the application – using the application, enhancing productivity</p> <p>6.2 — Using slides, master slide</p> <p>6.3 — Handling and formatting text, lists tables</p> <p>6.4 — Charts – using standard and organisational charts</p> <p>6.5 — Inserting and manipulating graphical objects</p> <p>6.6 — Preparing outputs</p> <p>6.7 — Delivering a presentation</p>
Online collaboration	<p>7.1 — Collaboration concepts – cloud computing</p> <p>7.2 — Preparing for online collaboration - setup</p> <p>7.3 — Using collaborative tools – online storage and productivity applications, online calendars, social media, online meetings, online learning environments</p> <p>7.4 — Mobile collaboration – using mobile devices, applications, synchronisation</p>
Image Editing	<p>8.1 — Digital images, graphic formats and colour formats</p> <p>8.2 — Image capture</p> <p>8.3 — Image creation, settings, enhancing productivity</p> <p>8.4 — Working with images – selection, manipulation, layers, text, effects and filters</p> <p>8.5 — Drawing and painting – tools</p> <p>8.6 — Preparing print outputs</p>



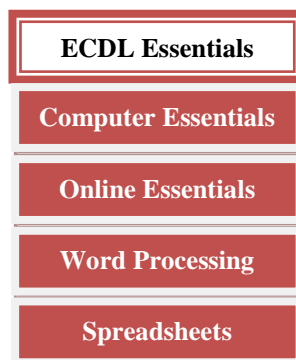
Web Editing	<p>9.1 — Web concepts – key terms, web publishing, legal issues</p> <p>9.2 — Fundamentals of HTML</p> <p>9.3 — Web Authoring – design, enhancing productivity, text input and formatting paragraph and page formatting, hyperlinks and tables</p> <p>9.4 — Using Graphical objects, forms</p> <p>9.5 — Styles – CSS Concepts, Using CSS</p> <p>9.6 — Prepare Upload – check and publish</p>
IT Security	<p>10.1 — Security concepts – data threats, value of information, file and personal security</p> <p>10.2 — Malware – definition and functions, types, protection</p> <p>10.3 — Network security – networks, network connections, wireless security, access control</p> <p>10.4 — Secure Web Use – Web browsing, social networking</p> <p>10.5 — Communications – e-mail, instant messaging</p> <p>10.6 — Secure database management – securing and backing up data, secure destruction</p>
Project Planning	<p>11.1 — Project Management tools – key concepts</p> <p>11.2 — Project creation – working with projects</p> <p>11.3 — Tasks – creating tasks, scheduling and relationships, constraints and deadlines</p> <p>11.4 — Resources and costs – handling resources and costs</p> <p>11.5 — Project Monitoring – Critical path, monitoring progress and rescheduling</p> <p>11.6 — Prepare Outputs – Setup, print</p>

ECDL Profiles

ECDL Profile is a certification of an individual's digital literacy. Candidates are eligible to receive an ECDL Profile record of the modules they have attained once they have passed one or more New ECDL modules:



ECDL Essentials is the certification attained for all candidates who pass a minimum of **four** new ECDL modules.





ECDL Award is the certification attained when a candidate passes any three modules of choice along with the four mandatory modules, Computer Essentials, Online Essentials, Word processing and spreadsheets. Depending on your job role you may choose the modules that best suit your work or your interests.

ECDL Award
Computer Essentials
Online Essentials
Word Processing
Spreadsheets
+ Any three others

ECDL Advanced

ECDL Advanced certification **is for anyone wishing to further enhance their IT skills to “expert” level.** Individuals who successfully complete any **three** ECDL Advanced Modules earn the ECDL Expert certification.

Advanced Word Processing

Learn all the advanced features of a word processor such as advanced typographical features, formatting, graphic options, advanced layouts, mail merge and basic macros.

Advanced Spreadsheets

This course teaches learners how to create, analyse, apply advanced formatting and audit worksheets as well as creating complex functions and formulae. Learners will also learn advanced charting options and how to record and run macros.

Advanced Database

Learners will complete training to enable them to be able to create and manage databases with several tables, relate the data across tables, extract data using many different methods of query, create advanced forms and reports, as well as learn how to import and export data from several different sources.

Advanced Presentations

Learn how to create high quality multimedia presentations that are high impact and information-rich. Techniques on how to perform advanced layouts and formats by changing the properties of objects and images will be taught. Learners will develop an understanding of how to insert and manipulate video and sound files, link and import data, apply appealing transitions and animations. They will also cover features on how to present their presentations.

Course Duration

NEW ECDL Core Subjects

The course is delivered in three ways:

Bronze Offering: Online over 6 months

Silver Offering: Blended solution – online access to material with regular workshop sessions with an ECDL tutor to work through solutions to workbook exercises.

Gold Offering: Classroom based course with ECDL Expert



ECDL Expert

Gold Offering: Classroom based course with ECDL Expert tutor in attendance.

Entry Requirements

There are no entry requirements for ECDL. However a basic level of familiarity with the keyboard would be a distinct advantage.

For ECDL expert, ECDL core or equivalent is assumed along with a good working knowledge of the Microsoft Office suite. A minimum of 6 months working with the applications is preferred.



Who is this course for?

Learners who sign up for ECDL do so for because it is an internationally recognised qualification which proves competency in the use of computers across various different areas. It proves to employers that you have key skills acquired in the use of computers in everyday applications widely used in business every day.

Costs

The cost of the course varies depending on which offering you choose. Please contact us for pricing.