



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.ecdl.org/programmes.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Computers and Devices	<ul style="list-style-type: none"> • ICT • Hardware • Software and Licensing • Start Up, Shut Down
Desktop, Icons, Settings	<ul style="list-style-type: none"> • Desktop and Icons • Using Windows • Tools and Settings
Outputs	<ul style="list-style-type: none"> • Working with Text • Printing
File Management	<ul style="list-style-type: none"> • Introducing Files and Folders • Organising Files and Folders • Storage and Compression
Networks	<ul style="list-style-type: none"> • Network Concepts • Network Access
Security and Well-Being	<ul style="list-style-type: none"> • Protecting Data and Devices • Malware • Health and Green IT





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.ecdl.org/programmes.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Web Browsing Concepts	<ul style="list-style-type: none"> • Key Concepts • Security and Safety
Web Browsing	<ul style="list-style-type: none"> • Using the Web Browser • Tools and Settings • Bookmarks • Web Outputs
Web-Based Information	<ul style="list-style-type: none"> • Search • Critical Evaluation • Copyright, Data Protection
Communication Concepts	<ul style="list-style-type: none"> • Online Communities • Communication Tools • E-mail Concepts
Using E-mail	<ul style="list-style-type: none"> • Sending E-mail • Receiving E-mail • Tools and Settings • Organising E-mails • Using Calendars



Base Module - Word Processing

Module Summary



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.

WHAT ARE THE BENEFITS OF THIS MODULE?

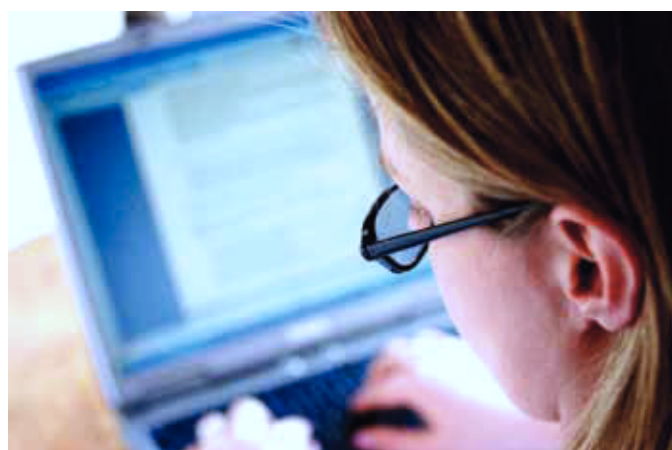
- Covers the key skills needed to use a word processing application.
- Can be applied to a range of word processing software from vendor packages to 'freeware'.
- Certifies best practice in effective word processing software use.
- Developed with input from computer users, subject matter experts, and 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.ecdl.org/programmes.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Using the Application	<ul style="list-style-type: none"> • Working with Documents • Enhancing Productivity
Document Creation	<ul style="list-style-type: none"> • Enter Text • Select, Edit
Formatting	<ul style="list-style-type: none"> • Text • Paragraphs • Styles
Objects	<ul style="list-style-type: none"> • Table Creation • Table Formatting • Graphical Objects
Mail Merge	<ul style="list-style-type: none"> • Preparation • Outputs
Prepare Outputs	<ul style="list-style-type: none"> • Setup • Check and Print



Base Module - Spreadsheets

Module Summary



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.ecdl.org/programmes.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Using the Application	<ul style="list-style-type: none"> • Working with Spreadsheets • Enhancing Productivity
Cells	<ul style="list-style-type: none"> • Insert, Select • Edit, Sort • Copy, Move, Delete
Managing Worksheets	<ul style="list-style-type: none"> • Rows and Columns • Worksheets
Formulas and Functions	<ul style="list-style-type: none"> • Arithmetic Formulas • Functions
Formatting	<ul style="list-style-type: none"> • Numbers/Dates • Contents • Alignment, Border Effects
Charts	<ul style="list-style-type: none"> • Create • Edit
Prepare Outputs	<ul style="list-style-type: none"> • Setup • Check and Print





For everyone in regular contact with client or employee personal information.

Become familiar with the fundamentals of Ireland's Data Protection laws.

Understand the role and responsibilities of the Data Controller.

Apply Ireland's Data Protection Acts in your own business environment.

This introductory-level module covers the fundamental issues contained within the Data Protection Acts which have a legislative impact upon all organisations – and provides guidance on how to achieve compliance.

The module covers the following core topics:

- Why data protection?
- Fundamental definitions
- Data Controller's obligations
- Individual rights
- Regulation and enforcement

WHAT ARE THE BENEFITS OF THIS MODULE?

Completing the ICS Data Protection Essentials programme equips attendees to:

- Be fully aware of the need for data protection legislation in Ireland
- Understand Ireland's Data Protection laws
- Interpret and apply Ireland's Data Protection Acts in their own business environment

WHO IS THIS MODULE FOR?

This module is suitable for all those who need a basic understanding of data protection obligations and the need to achieve compliance. All employees who are in regular contact with client or employee personal information will find it of interest and benefit, including:

- Customer support and call centre
- Human resources staff
- Legal secretaries
- Health sector administration staff
- Financial services sales and administration
- Accounts personnel
- Line managers in admin., sales, marketing and HR
- Database administrators and document management staff