

Read me first

The ICDL® Qualification

The International Computer Driving Licence® (or ICDL®) is the worldwide qualification which enables people to demonstrate their competence in computer skills. The ICDL® consists of seven module tests, which lead to the qualification.

The ECDL® Qualification

The European Computer Driving Licence® (or ECDL®) is the name by which the ICDL® qualification is known in Europe.

ICDL for Educators Courseware

The **ICDL for Educators** courseware consists of the seven ICDL modules with a specific focus on classroom use, plus additional **Pupil Projects**. The result is an ICDL experience that is totally in context for schools.

The courseware addresses all the skills covered in the International Computer Driving Licence® syllabus, therefore on completion of the courseware learners should feel confident to undertake their ICDL® qualification.

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ECDL/ICDL Syllabus Version 4.0 is the official syllabus of the ECDL/ICDL certification programme at the date of approval of this courseware publication

The Learning

ICDL for Educators Courseware can be delivered as a face-to-face (tutor led) programme, as a self-study option, as workshops; or any combination of these options.

ICDL for Educators Courseware can be managed and supported on-line through Managed Learning Environments, Virtual Learning Environments and Virtual School Environments.

The Content

Modules

_ The courseware for each module is contained within a workbook

_ The workbook consists of **2 or 3 Parts**

Each Part is broken down into **Exercises**

Each Exercise is written in a click-by-click format

The Exercises within the workbook cover the full range of the ICDL syllabus skill requirements for this module. It is important that learners complete each module in full, in order to have covered all of the syllabus requirements for that Module.

It is also important to begin with Part 1, and work through to the end of Part 2 or 3 (as appropriate), as the module builds upon the skills learned in the earlier Exercises.

This ECDL Foundation approved courseware product incorporates learning reinforcement exercises. These exercises are included to help the candidate in their training for the ECDL/ICDL®. The exercises included in this courseware product are not ECDL/ICDL® certification tests, and should not be construed in any way as ECDL/ICDL® certification tests. For information about Authorised ECDL/ICDL® Test Centres in different National Territories, please refer to the ECDL Foundation website at www.ecdl.com.

Opening and Saving Files

Some of the Exercises contained within this module require learners to open pre-prepared files, and to save these files and others created during the training into the learner's filing system. The pre-prepared files will initially be contained on a CD. It is the responsibility of the licence holder to provide learners with a CD containing all the pre-prepared files. If this is not practical, it is the responsibility of the licence holder to provide learners with the pre-prepared files electronically (locally, via Intranet or via a secure Internet web site). In this instance, the licence holder should advise learners of the location of the files.

The Exercises give click-by-click instructions on how to open the pre-prepared file(s) from the CD, and how to save files to the [My Documents] folder, or another, appropriate folder. If it is not practical to save files to the [My Documents] folder, it is the responsibility of the licence holder to advise learners of the drive, folders and sub-folder(s) in which the files should be saved.

Instructions

Throughout the courseware, the following methods have been used:

- Instructions are indicated by a bullet
 - The result of the instruction is a sub-bullet below

Exercise information is written without a bullet

Additional information is written in italics

We use the word "Click" for a button

We use the word "Select" for a menu

We use square brackets to indicate a [button name] and [menu name].

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ICDL for Educators courseware is a part of the **ECDL for Educators** courseware suite authored by Aston Swann.

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