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CURRICULUM ECDL STANDARD

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1. SELECTION OF TRAINING COURSES IN THE FIELD OF DIGITALISATION

As a result of the competence assessment, it becomes apparent that the main interest and need for competence acquisition lies in the general application of digital knowledge and skills. At the same time, it is essential for the labour market and for companies that future employees are able to demonstrate versed competences in the general area of IT.

For these two reasons, it was decided in the project to offer a training opportunity in the general area of IT application to at least 15 interested participants. The ECDL has been chosen because it is an established certificate recognised by companies. The certificate guarantees that basic and intermediate IT competences are obtained after passing the exam.

For Austria, there is a central body that takes the exams for the ECDL standard. More information can be found at: <https://www.ecdl.at/en/ecdl-standard>

2. ECDL STANDARD MODULES

- Module Presentation
- Module Image Editing
- Module IT-Security
- Module Online Collaboration
- Module Using Databases

3. MODULES' CURRICULA

3.1 ECDL / ICDL PRESENTATION

This module sets out essential concepts and skills relating to demonstrating competence in using presentation software.

Module Goals

Successful candidates 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. Recognize good practise 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 and check and correct presentation content before finally printing and giving presentations.

Details in the document: 2.1_PRESENTATION

3.2 ECDL / ICDL IMAGE EDITING

This module sets out essential concepts and skills relating to the ability 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.

Module Goals

Successful candidates will be able to:

- Know about the main concepts of using digital images and understand graphic format options and colour concepts.
- Open an existing image, save an image in different formats, and 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, and manipulate images.
- Create and use layers, work with text, use effects and filters, and use drawing and painting tools.
- Prepare images for printing or publishing.

Details in the document: 2.2_IMAGE EDITING

3.3 IT SECURITY MODULE

This module sets out concepts relating to the secure use of ICT in daily life and skills used to maintain a secure network connection, use the Internet safely and securely, and manage data and information appropriately.

Module Goals

Successful candidates will be able to:

- Understand the importance of keeping information and data secure, and identify common data/privacy protection, retention and control principles.
- Recognise threats to personal security from identity theft and potential threats to data from using cloud computing.
- Be able to use passwords and encryption to secure files and data.
- Understand the threat of malware and be able to protect a computer, device or network from malware and address malware attacks.

- Recognise common network and wireless security types and be able to use personal firewalls and personal hotspots.
- Protect a computer or device from unauthorised access and be able to safely manage and update passwords.
- Use appropriate web browser settings and understand how to authenticate websites and browse the web securely.
- Understand communication security issues that can arise from using e-mail, social networks, voice over Internet protocol, instant messaging and mobile devices.
- Back up and restore data to local and cloud storage locations and delete and dispose of data and devices securely.

Details in the document: 2.3_IT SECURITY MODULE

3.4 ECDL / ICDL ONLINE COLLABORATION

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.

Module Goals

Successful candidates 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.

Details in the document: 2.4_ONLINE COLLABORATION

3.5 ECDL / ICDL USING DATABASES

This module sets out essential concepts and skills relating to understanding the concept of a database and demonstrating competence in using a database.

Module Goals

Successful candidates will be able to:

Understand what a database is and how it is organized 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 and create a form to enter, modify and delete records and data in records.

Create routine reports and prepare outputs ready for distribution.

Details in the document: 2.5_ USING DATABASES