ECDL Core - Syllabus 5.0
Office 2007 Edition

Course for the preparation of ECDL Certification
(European Computer Driving Licence)
Online, LO, Web-CD, LAN, WLE)
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ITALIANO • ENGLISH

TARGET USERS
ECDL CORE SYLLABUS 5.0 is addressed to people who are willing to acquire an informatic preparation correspondent to the standards of ECDL (European Computer Driving Licence) certification, recognized at international level.

OBJECTIVES
ECDL CORE SYLLABUS 5.0, based on the ECDL Core Syllabus 5.0 standards, aims at providing the necessary knowledge in view of ECDL certification and to develop the required competence to use independently and consciously Office applications, especially referring to the study/work.

CONTENTS
ECDL CORE SYLLABUS 5.0 consists in several didactic resources (courses, exercises, tests) which lead to the correct and effective use of multimedia PC, Microsoft Office softwares (Word, Excel, Access, PowerPoint) for Office 2007 edition and research/communicative tools available on the net. All the contents are updated to the Syllabus 5.0, ECDL standard basis.

The course uses a specific methodology for the acquisition of procedural knowledge, enhancing multimedia and interactive activities.

• in the Learning phase, users follow a gradual acquisition and reinforcement of knowledge and abilities through 3 steps - What? (theoretical introduction), How to? (demonstration of softwares functionalities), Try it (guided simulations to practice);

• in the Testing phase, users can check their competence, reinforce the main aspects reaching an explicit consciousness of the different topics, find out the contents that still need to be fully assimilated and fill in possible gaps of knowledge.

ECDL CORE SYLLABUS 5.0 is structured on seven modules, correspondent to the seven ECDL levels. Each module includes different sections, each section includes several units.

Units are structured as follows:

• What? - Introductive explanations that help users in the understanding of the topics, explaining the actual application and the main concepts of what they’re learning;

• How to? - video demonstrations (more than 400) reproducing the exact procedures, provided with audio explanations; in the first module, which includes theoretical contents, video demonstrations have been substituted by animated and graphic explanations of the main contents;

• Try it - interactive simulations to guide users in practicing the most important procedures, for their actual acquisition; it’s particularly suitable in view of ATLAS test system;

Each section ends with self-evaluation closed answers tests, with automatic correction. Questions concern key concepts and procedures (presented using screenshots of the software the test refers to). As they finish the test, users can check their answers, in case of error the feedback provides the correct answer.

It’s relevant to underline that:

• the audio contents provided in the demonstrations are also available in text format, so that users can read them on the entire screen;

• the "Table of Contents" function allows to get an overview of the contents provided in every demonstration and to go directly to the topic users are interesting in, facilitating and speeding up contents consultation.
The seven modules of ECDL CORE SYLLABUS 5.0 are:

1. **Basic Concepts of IT** with texts and documents that provide basic concepts of IT: PC structure and functionalities, informatic nets, the impact of new technologies on society and everyday life, the correct use of PC (ergonomics), law and economic aspects related to the spread of Internet.

2. **Using a Computer and Managing Files (Windows):** users can acquire a clear and detailed knowledge of Microsoft Windows, from the creation of files and folders to the management of resources and to the use of the various applications.

3. **Word Processing** to become competent in using Office Word 2007, the software for word processing and management. Starting from the first rudiments, the module focuses then on basic functionalities like texts formatting and pagination and also on more advanced tools, like the use of Word as editor of HTML pages.

4. **Spreadsheets:** to learn the correct use of Office Excel 2007, creating and managing workbooks. This module introduces different functionalities, like data entry, formatting workbooks, formula and functions, data organization, the employment of tools like graphs, drawings, hypertext links.

5. **Databases:** to learn how to use Office Access 2007 for databases development and management. Users learn to create and manage tables, query, forms and reports. This module also focuses on advanced functionalities like macro and modules, protection, database compaction.

6. **Presentations:** users will be able to use Microsoft PowerPoint 2007 for the development and management of presentations, from the basic knowledge to the creation of multimedia slides, the presentation management and the development of presentations suitable to be published on the Web.

7. **Information and Communication:** to acquire a complete and detailed knowledge about Information and Communication, to learn the correct way to search information and communicate on the net. The module about Internet Explorer 7 (to surf the net) and Windows Mail is available.

**DELIVERY MODELS**

The extreme flexibility of delivery models is the outstanding feature of ECDL CORE SYLLABUS 5.0, basing on their needs and on the delivery model chosen, users can in fact request customized services, such as 1-to-1/group teaching, in class/distance learning.

- **Online:** multimedia and interactive contents
- **LO (Learning Object):** contents structured as Learning Object, suitable for e-learning platforms compatible to SCORM standards
- **LAN:** multimedia and interactive contents, that can be installed on classrooms/multimedia laboratories local net.
- **Web Cd:** it's an offline version of the course, no need to install it on user's PC or to connect to the net
- **WLE (Web Learning Environment) –** includes: online course + e-learning web environment + technical help desk. The web learning environment includes functionalities to support online delivery of contents, the communication among students and with the tutor, the monitoring and tracking of the activities (in addition to tutor's management tools)
- **Customized services (optional)** basing on users needs. Users can choose from a rich set of optional customized services such as tutoring, in class or distance teaching, preparation for certification exams. If requested, Didael can provide the management of the Test Center during certification exams.

Didael can also develop ad hoc solutions for specific sectors, adding new modules whose structure is designed to meet the particular needs of specific professional groups of users (craftsmen, teachers, lawyers, public administration employees). These modules provide applicative examples of the use of the applications included in ECDL certification, both to prepare the examination and to increase users competence in the use of PC.

Didael can also provide companies, universities and institutions with a complete project dedicated to ECDL, both for CORE and ADVANCED levels.
SYSTEM REQUIREMENTS

All the versions: • Windows 98/ME/2000/Xp/Vista • Microsoft Internet Explorer 6 or sup. or Mozilla Firefox 1.5 or sup.

Online: • Internet connection (56k or sup., suggested ADSL)

WLE: • Plugin Sun Java Runtime (vers. 1.4.0 o sup.) • Javascript enabled • Acrobat Reader (vers. 5 or sup.)

LAN: • Cd-rom reader 8x • Pentium® 4 or sup. 512Mb Ram or sup. • Windows 2000 Server Web server (ASP, MS Sql Server) • 3 GB free on the hard disk

LO: • Plugin Sun Java Runtime (vers. 1.4.0 o sup.) • Javascript enabled • Acrobat Reader (vers. 5 or sup.)

Web-CD: • Javascript enabled • Acrobat Reader (vers. 5 or sup.) • Cd-rom reader 32x

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