INTERNATIONAL COMPUTER DRIVING LICENSE

- A HANDBOOK FOR STUDENTS

South Sydney Youth Services

Introduction

Welcome!

At South Sydney Youth Services we are offering **free ICDL computer course** for the unemployed or those on low income.

ICDL class is held one day each week: ……………………

At: **Connect @ Waterloo Computer Centre**
95 Wellington Street, WATERLOO
(Corner of Wellington and George Str)

During this time you will study at your own pace using ICDL software or a textbook, receive help from our teachers and do any tests.

Below are simple guidelines to conduct we ask you to observe at our computer centre, to maintain a healthy and peaceful learning environment for all clients and staff:

➢ Please do not eat or drink at the computers. Use our table or the outdoor area for that.
➢ Speak quietly. If you wish to have a conversation or speak on your mobile phone, please step outside.
➢ Use headphones when listening to the computer and keep the sound low not to disturb others.
➢ If not sure about anything pertaining to the centre use, please ask politely our volunteer staff for help.

We hope you find our services friendly and useful.

Dr Danuse Murty

ICDL Course Coordinator

Ph: 9699 9201

Email: dana@ssys.org

Website: www.rwcomputercentre.wikispaces.com

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Introduction to ICDL

The South Sydney Youth Services have been accredited by the Australian Computer Society to conduct an introductory computer course called the "INTERNATIONAL COMPUTER DRIVING LICENCE", or "ICDL".

The ICDL course originated in Europe and is now taught in more than 140 countries, in community colleges, TAFE institutes, high schools, government departments and large corporations. If you earn an ICDL licence here, you can use it all over the world to prove your ability to use a computer.

"The International Computer Driving License (ICDL) is a competency standard endorsed by the Australian Computer Society. The ICDL is the standard for computer literacy in over 140 countries." (*http://www.acs.org.au/icdl*).

The ICDL course consists of 7 modules:

1. Concepts of Information Technology (IT)
2. Using the Computer and Managing Files (Windows XP Operating System)
3. Word Processing   (Word)
4. Spreadsheets   (Excel)
5. Databases   (Access)
6. Presentations   (PowerPoint)
7. Internet and Email   (Internet Explorer and Hotmail)

When you have passed the tests for all 7 modules you will receive your **INTERNATIONAL COMPUTER DRIVING LICENCE** Card and Certificate. If you do not wish to or are unable to complete all 7 modules, but you complete at least 4, then you will be eligible for an **ICDL START** Certificate.

The best thing about getting your certificate is that you will have developed a wide range of computer skills!

Getting started

While Australian Computer Society allows 3 years for students to complete the ICDL 7 modules, we encourage all our students to complete the course within one semester (18 weeks) or at most one year – to make the course compatible with TAFE courses. If you do not complete all modules by the end of December, you must re-enrol in February next year to continue.

Free ICDL class is held one day each week. You will study at your own pace and receive our teachers' guidance as you need it.

To begin the ICDL course, we need your name and other relevant personal information, and visual confirmation of your ID (e.g. driver's license, Centrelink card, etc.)

Learning Materials

Our ICDL learning materials consist of:

1. ICDL training software - audiovisual computer software[1]

2. ICDL textbook with exercises[2]

3. ICDL syllabus – with clearly defined goals for each module

4. ICDL Sample tests – 2 sample part-tests for each module

5. ICDL Final tests – several tests for each module.

While the ICDL training software is easy to use and substitutes well for the traditional lectures, it does not provide enough practical experience for students to develop strong computer skills. Hence we recommend that beginners use the ICDL textbook as their primary study aid.

Using a textbook is a well-tried traditional way of studying at your own pace. However, we have only a small number of copies, so we ask all students to purchase their own copy, where possible. Owning your own textbook will enable you to study also outside the classes and our computer centre, to review your work or learn new topics. In addition, the book will provide an excellent computer reference text for you during and after the course.

1   ICDL Free Online Learning at ALISON. www.alison.com
2   Price C, Wix J, 2004. Complete ICDL Package Version 4.0 Office XP. www.softwarepublications.com.au

Learning Method

Although at SSYS you will study at your own pace, it is important that you follow your personal learning plan - a flexible timetable with tasks to do in each study period. Not only it will help you keep track of your progress and motivate yourself, but the teacher will be able to easily check your progress and help you achieve your goals. Use the ICDL course timetable (page 10) to plan your course and complete each module.

After briefly explaining the ICDL course to you, our teacher will show you how to use the ICDL training software and/or the textbook with its exercise files.

You will proceed from module to module, completing each module in 4 stages:

1. Use the ICDL software to learn about the topic and to test your knowledge through multiple choice quizzes.

OR:

Use the ICDL textbook to study each topic and do the exercises, to practice what you have learnt.

2. Do the **ICDL sample tests** (2 sample part-tests) to practice what you have learnt and to familiarise yourself with the final tests format.

3. Review the ICDL Syllabus and your work for the module, to make sure that you have covered and understand all the topics listed. If necessary, do more work before undertaking the Final test.

4. Do a Final test for the module.

ICDL training software

All the modules have instructions that you can read on the screen or listen to through the headphones. Each module of the software is divided into sections, like chapters in a book. Simply work through all the sections of a module, in the order on the screen, until you completed the module. Use a notebook (e.g. school exercise book) to keep record of your progress, take notes and write down any questions or problems you wish to discuss with our teacher.

ICDL textbook and exercises

The textbook is clear and easy to follow, with many exercises to practice what you have learnt. By doing the exercises you will not only develop practical skills but you will also have a collection of documents that you have created, to refer to for refreshing your memory or even to utilise in the future. The teacher will check your work and give you a constructive feedback on it. Use a notebook (e.g. school exercise book) to keep record of your progress, take notes and write down any questions or problems you wish to discuss with our teacher.

Sample tests

The **sample tests** have 14 to 16 questions or tasks each. All sample tests are similar to the final tests, both in the format and content. By doing them you will not only practice what you have learnt using the ICDL software, but you will also gain a clear understanding of what you are expected to have learnt and will be examined on. As with other exercises, the teacher will check your work and give you feedback on it.

ICDL Syllabus

The **syllabus** contains a general and detailed description of each module contents. Read it to familiarise yourself with the course contents, and use it as a **checklist** before doing a final test for each module - to make sure you have covered everything that is expected of you.

Final Tests

When you have covered all the material in the ICDL course for a particular module, and you have completed the sample tests and other tasks – it will be time for you to do the final test.

Module 1 test is theoretical, consisting of multiple-choice questions, and is done away from a computer. It consists of a set of 36 multiple choice questions for you to answer. The tests for the remaining 6 modules are a combination of multiple-choice questions and practical tasks for you to do on a computer. Typically you will be asked to create new files and also modify existing files.

Pass mark for all tests is 75%. If you fail the test you will be permitted to do another test after further revision. You can attempt each test up to three times.

Testing procedure

Our teacher will give you a Test paper and associated work files. After checking that you understand all questions, you will be told a finishing time for the test. You will have 45 minutes to complete each ICDL test, and this must be done at our centre (you are not allowed to take the test home with you). You must also complete the work yourself (you are not allowed to have staff or other students answer the questions for you).

If you do not understand any of the words used on the question page, or the rules surrounding ICDL tests, please ask the teacher for help.

ICDL Awards

ICDL

If you have successfully completed all 7 modules, you will receive the **ICDL certificate** and a visa-sized **card** showing your completion. The licence is recognised in many places around the world as an introductory qualification in computing.

ICDL START

If you have successfully completed any 4 modules, then you can receive the **ICDL START Certificate**. However, if you would like to receive the full ICDL certificate, you can re-enrol and complete the remaining modules during our next ICDL course.

Internet Resources

ICDL course information and training

Australian Computer Society: *http://www.acs.org.au/icdl*

ICDL/ECDL: *http://www.ecdl.com*

ALISON: *http://alison.com*

Free software

Acrobat reader: *http://www.adobe.com.au*

Downloads: *http://www.dowloads.com*

Images and templates

Google: *http://www.google.com*

Microsoft Office Online: *http://office.microsoft.com*

Encyclopaedias

Encyclopaedia Encarta: *http://encarta.msn.com*

Encyclopaedia Wikipedia: *http://en.wikipedia.org*

Course Timetable

Week	Day	Module	Activities
1			
2			
3			
4			
5			
6			

10

Week	Day	Module	Activities
7			
8			
9			
10			
11			
12			

Week	Day	Module	Activities
13			
14			
15			
16			
17			
18			

NOTE: If you have not completed the course, you must **re-enrol first week in February 2010** to continue with the course. If you cannot come during that week, you must phone us to let us know that you will continue. Otherwise you may lose your place.

Week	Day	Module	Activities

14

15

16