ICDL Core – Level 2

ICDL Core is designed specifically for those who wish to gain a benchmark qualification in computing to enable them to develop their IT skills and enhance their career prospects.

Develop essential skills to use a computer and operate online effectively. This course covers the main concepts and skills needed for using computers and devices, file and application management, networks, online information, online communication and safety.

Gain an extensive and thorough understanding of in demand and popular software applications including Word, Excel, Access and PowerPoint.

ICDL Core is for those candidates with a working knowledge of the main Microsoft applications already who need to fill in gaps to gain certification.

Main learning outcomes

Successful candidates will be able to use a computer and operate effectively online.

After passing this qualification, candidates will increase their confidence using computers in the workplace, understanding the key concepts around computers, communication and security and safety online.

They will also have a good working knowledge of the main Microsoft applications Word, Excel, Access and PowerPoint which will help them undertake common tasks in the workplace, volunteering in the community or for study and leisure.

They will be able to:

- Understand key concepts and carry out key activities relating to hardware and software
- Manage files and folders, store data, and manage applications
- Understand network concepts, and connect to a network
- Find and manage online information effectively, and manage browser settings
- Understand considerations relating to the effective use of common communication tools
- Send, receive, and manage emails, and use calendars.
- Understand potential threats and ways to protect computers, devices, and data.
- Use word processing, spreadsheet, database and presentation software applications to produce quality documents and solutions for common tasks in everyday life.

Module Overview

There are three Level 1 modules and four Level 2 modules which are as follows:

Level		Module	Description
Level 1	M1	IT Security for Users Download Syllabus	Provides essential understanding of how to use a computer in a safe and secure manner, protecting your own data, as well as that of other users.
	M2	IT User Fundamentals Download Syllabus	This module sets out essential concepts and skills relating to the use of devices, file creation and management, networks and data security.
	M7	Using Email and the Internet Download Syllabus	This module sets out essential concepts and skills relating to web browsing, effective information search, online communication and e-mail.
Level 2	M3	Word Processing Download Syllabus	Covers how to accomplish everyday Word Processing tasks associated with formatting, creating, and finishing small-sized documents such as letters and reports. Work with tables, pictures and drawn objects and prepare documents for mail merge.
	M4	Spreadsheets Download Syllabus	Develop a working knowledge of spreadsheets, from entering data, using formulas and functions and formatting worksheets, creating charts and producing high quality documents.
	M5	Database Download Syllabus	Understanding the main concepts of databases, demonstrating the ability to use a database application, including creating and modifying tables, queries, forms, reports and preparing outputs ready for distribution, as well as learning to relate tables and retrieve and manipulate information from a database by using query and sort tools.
	M6	Presentations Download Syllabus	Introduces the importance of business communication. Upon completion, you will be capable of producing high-quality presentations using a variety of tools, including charts, graphs and drawn objects.

All seven modules must be passed to gain the **BCS Level 2 Certificate in IT User Skills**.

ICDL makes it easy to **Assess**, **Build** and **Certify** your digital skills

A Assess
your existing digital skills

B Build
the skills that you need

C Certify
your skills to an international standard

Find out your existing skills level with an ICDL Diagnostic Assessment

Build your skills using ICDL E-Books and E-Learning online, from anywhere.

Prove you have developed the digital skills you need with an ICDL Certification Test.

After taking the assessment you will immediately get feedback about what you can do well and what you need to work on. You can use this to focus your learning where it matters.

You can learn in the classroom or in your own time with our E-Learning materials and E-Books.

ICDL Certification Tests look and feel just like our Diagnostic Assessments. In-Application Technology means that you will complete activities in the same apps that you use everyday.

Diagnostic Tests

The Diagnostic Test covers the module's contents and offers a detailed practice assessment. This way, you can get a good overview of their current knowledge. There is no time limit for diagnostic tests; they can be suspended and reviewed later.

Each diagnostic test has approximately 45/65 questions. There are more questions in the diagnostic tests than in the actual examination. Detailed feedback is provided when completed.

We require a specific score in the diagnostic test before allowing the learner to proceed to booking the exam. We strongly advise learners to sit their exam as soon as possible after completing the diagnostic while the course information is fresh.

Exam Format

- There is one test for each module.
- The certification test has approximately 32 - 39 questions
- There will be a mix of the following questions: Theory, Practical, Hotspot (point and click), and Multiple choice.
- Tests are online and are 45 minutes in duration.
- A 75% grade is required to pass the exam.
- It is a closed-book examination.
- The test must be taken in FRCI and so needs to be booked beforehand.

Study Mode

You can prepare for each module at home provided you have access to a computer with an adequate specification and with Windows 10 and Office 2016 onwards installed. Check System Requirements for guidance. This is ideal if you have good IT skills already so you can fit your training around your schedule.

Alternatively (and preferably when getting started), you can book to come to our IT Suite and avail of tutor support. Many learners prefer the structure of having a set time and place away from distractions to help them progress.

You may prefer to try one of our short workshops to practice the main skills needed for the modules. The approach is slightly different in that you will be using the software to complete typical tasks that you would encounter in a day to day work, study or leisure environment.

The exam will need to be booked to take place in FRCI.

What could you do after this course?

After you have successfully completed this Level 2 course, you may wish to progress to the **Level 3 ICDL Advanced Modules** which include Word Processing, Spreadsheets, Database and Presentations.

When is the course on?

Contact us to discuss what will work with your schedule. Small classes run according to demand.

How long does the course take?

As a guide you will need to devote around 100 hours but may need less depending on what your existing digital skill level is already.

Cost

The costs include registration, access to the e-learning material (for up to one year), diagnostic tests and exam fees which are all payable by FRCI to BCS and the cost of support and tuition.

Contact us for flexible payment options and on advice on how to find funding.

Course	Total
ICDL Core (Level 2)	£300.00

Prerequisites

Fluency in English. Basic computer skills would be an advantage.

System Requirements Operating System

The e-learning, diagnostics and tests are all accessed through the Atlas Cloud Platform.

You need to have a Microsoft Windows computer, Windows 10 or higher.

This course does not support tablets, notebooks, or Apple MAC computers.

Microsoft Office

The course requires access to MS Office (Office 2016 or higher) to complete the coursework. Office 365 is only supported with a "Full, local installation"

Your browser needs to be version 11 onwards for Internet Explorer or the latest versions of Chrome or Firefox.

An Apple device is not compatible with this course.

We recommend, at a minimum:

- Dual-core processor
- 4GB of RAM or higher
- The latest up-to-date operating system (Microsoft Windows)
- Chrome / Firefox/ Edge web browser
- Minimum screen resolution of 1920 x 1080 pixels
- High-speed broadband

We do not recommend the use of mobile dongles.

Pop-Ups
Web Browser Popups must be enabled to allow the interactive course material, diagnostics and tests to run.

Please add the following URL *.psionline.com as an authorised site for popups. Do not turn off popup blockers completely.

How to do this per browser, click the links below to review the web browser required for use:

• Chrome
• Firefox
• Edge

This URL https://demo.psionline.com/phoenix/s/login/sysreq.do will help you determine if you have the correct set up for home study.

Any Questions?

If you have any queries about this information contact us as listed below.

Or alternatively call into our office, open Monday - Friday 9am - 5pm

Where?

Fermanagh Rural Community Initiative
Unit 3 56a
Tempo Road
ENNISKILLEN
Co Fermanagh
BT74 6HR

Tel: 028 66 326478
Web: https://www.frci.org.uk/
Email: info@frci.org.uk

Parking

There is free parking at FRCI.