

Syllabus Version 5.0 – Overview of changes

The following document provides an overview of the new syllabus for ECDL / ICDL.

In general, Syllabus Version 5.0 has taken an evolutionary approach to syllabus version upgrade including:

- improving **clarity** through the reorganisation of categories and skill sets as well as by the use of plain English throughout (e.g. by using copy instead of duplicate)
- improving **consistency** across modules in handling common elements (e.g. Check and Print)
- ensuring **currency** by replacing outdated items (e.g. Zip disk) and introducing new concepts (e.g. VOIP, podcast, phishing, online virtual communities).
- Enhanced **module names** to reflect changes in syllabus content (e.g. Module 1: Concepts of Information and Communication Technology (ICT), Module 5: Using Databases, Module 7: Web Browsing and Communication)

Module 1

Concepts of Information and Communication Technology (ICT)

Technology developments since the release of Syllabus Version 4.0 have been introduced into Module 1. These developments begin with the enhanced Module title to reflect the added importance of “Communication” as an Information Technology concept. New technology like handheld portable devices, as well as podcasts and RSS are introduced.

The area of publishing and sharing content online is included to reflect developments in user-created content (blogs, photos, video and audio clips). In addition, concepts on security are expanded to include precautions when using online communities and increased risk of intruder attacks with broadband.

Finally, currency has been maintained in the Module with items referring to USB flash drives and DVD instead of Zip disks and diskettes.

Module 2

Using the Computer and Managing Files

The theme of good practice is introduced for the first time in Module 2 by promoting the use of meaningful naming for folders and files to help with recall and organisation. The benefits of online file storage are introduced to the File Management category and DVD-RW is introduced as a storage option.

To maintain currency in Module 2, “format removable disk media: diskette, Zip disk” has been removed.

Module 3 **Word Processing**

Module 3 has focused on improving the clarity of the existing content. Examples of this approach include the introduction of an Enhancing Productivity skill set to include setting basic application option/preferences, using help and zoom and displaying toolbars/ribbons. In addition, the Objects category has been refined to contain skills sets on “Table Creation”, “Table Formatting” and “Graphical Objects”.

Module 3 also develops the good practice theme with items that address good practice in aligning text, in applying paragraph spacing and in adding new pages.

Module 4 **Spreadsheets**

The changes in Module 4 largely focused on the reorganisation of existing syllabus items as well as enhancing the content for candidates, trainers and courseware providers by delimiting syllabus items to improve clarity.

Reorganisation can be seen throughout the modules including the reorganisation of Managing Worksheets into “Rows and Columns” and “Worksheets” and Charts into “Create” and “Edit”. Improved clarity has been introduced by delimiting items e.g “Generate formulas using sum, average, minimum, maximum, count, functions” has been refined to “use sum, average, minimum, maximum, count, counta, round functions”.

The good practice theme in Module 4 addresses creating lists, using meaningful worksheet names and referring to cell references in formula creation.

Module 5 **Using Databases**

The focus of the database module (now called Using Databases) has been updated to include database concepts. In this regard there has been an increase in items which focus on database use, as well as understanding the various people involved in operating databases in organisation.

In keeping with this change of focus, the practical emphasis of the Module now contains more content related to retrieving information and creating outputs, which are more relevant to an ECDL / ICDL candidate who wishes to apply these competences in a workplace environment. These changes include additional items on queries like using wildcards.

Practical items on table relationships are no longer treated in the Module. However, the successful candidate will still have an appreciation of the theoretical importance of relationships in database creation.

Module 6 **Presentation**

In Module 6 the syllabus changes have also focused on enhancing the organisation of the content. The syllabus now contains categories devoted to handling text in presentations, as well as a category for charts and for graphical objects.

Module 6 also maintains the good practice theme with items that address adding slide titles (using a different title for each slide) as well as good practice in creating slide content (using short concise phrases, bullet points, numbered lists).

Module 7 **Web Browsing and Communication**

The area of Web Browsing and Communication has developed substantially since the release of Syllabus Version 4.0 and the new module title (formally Information and Communication) reflects the growing importance of Web Browsing within the module domain. The new version of ECDL / ICDL also incorporates new communication terms like SMS, VOIP, and IM which were introduced along with the concept of an online (virtual) community.

Growing security threats are expanded in Syllabus Version 5.0 and include viruses, worms, Trojan horse, spyware as well as the umbrella term malware.

New threats like phishing are introduced as well as the ability to recognise attempted phishing. Risks of online activity are introduced and parental control options are identified to promote safe computer use in the home.

Web Search has been expanded to include refining a search (by exact phrase, by excluding words, by date, by file format) and including searching a web based encyclopaedia, dictionary.

Features of new browser versions have been included to future-proof the syllabus including opening a webpage in a new tab and allow/block pop-ups.

Within the "Using e-mail" category, an Enhancing Productivity skillset is introduced to include add/remove message inbox headings, flag an e-mail and apply setting to reply with, without original message insertion.