



ICDL Australia

ICDL Syllabus Version 4.0 The Global Standard in Computer Skills Certification

Syllabus Version 4.0 Changes

REASONS FOR CHANGE

Currency – to maintain relevance of ICDL in the content of new developments

Testing – a better structured syllabus for test evaluation

Quality Assurance & Evaluation – precise syllabus supporting quality assurance and validation actions

Clarity – a better worded, clearer syllabus

Errors – to correct any errors from syllabus version 3.0

OVERVIEW OF CHANGES

There have been over 12,000 inputs to the update process. Many task items have not changed but have been detailed more explicitly.

Module 1: Concepts of Information Technology (IT)

Emphasis has been placed on the candidate in respect of their knowledge and appreciation of the uses of IT in everyday life. Security and legal considerations are now given individual categories. Little change from syllabus version 3.0, some re-ordering and re-organisation has taken place.

Module 2: Using the Computer and Managing Files

This has been expanded to include compression and extraction of files and knowledge of viruses and the competency of dealing with them. Some supporting theoretical knowledge is now required of the candidate in this domain. Many items have been made more explicit and there is greater clarity and expression in comparison with syllabus version 3.0.

ICDL Australia

Australian Computer Society Inc.

ABN: 53 156 305 487

Level 3, 160 Clarence Street, Sydney NSW 2000, Australia.

PO Box Q534, QVB Sydney NSW 1230, Australia.

Tel: + 61 2 9299 3666 **Fax:** +61 2 9290 1994

Email: icdl@acs.org.au **Web:** www.acs.org.au/icdl

Module 3: Word Processing

The structure of this module has changed little in syllabus version 4.0, however the advanced features category has been removed, and these tasks are now part of the overall competency. Some clarification in the wording has also been made, except for importing spreadsheets and graphs, which has also been removed and manipulating auto shapes moved to Module 6.

Module 4: Spreadsheets

The main emphasis is on spreadsheet functionality. The candidate will be more accurately examined on his or her ability to master formula and functions. New and more explicit content has been included in generating formulas, cell referencing and the 'if' statement has been made more explicit.

Module 5: Databases

The nature of Module 5 has changed in that it is now based upon database software that uses a relational data model implementation. The task items have been made more precise and specific in defining the skill covered. Insertion of objects has been eliminated.

Module 6: Presentations

The goals have not changed especially, but the structure has extensively been organised and revised. Six more evenly balanced categories have been sequenced to reflect a logical progression from the introduction to the final delivery of a slide presentation. Using design templates is a new skills set and master slide manipulation is now grouped into a skills set. Print preview and importing object files have been eliminated.

Module 7: Information & Communication

This module is still in two sections although there are now three categories per section where there had previously been four. All theory items have been removed into one skill set. Web-based forms and mail management techniques have been included, along with printing email outputs, whilst auto signature has been removed.