



ECDL Advanced is a sophisticated IT skills programme, designed for those who have attained the ECDL and wish to further enhance their computer skills. It is a suite of certifications for individuals who wish to develop skills in specific computer applications at an advanced level.

Certifies **advanced**
level **IT** PROFICIENCY
OF

ECDL Expert
AWARDED
to holders of
all **4** Advanced
CERTIFICATES

ECDL Advanced holders are:

- ▶ **Highly skilled computer users**
- ▶ **More productive**
- ▶ **Capable of exploiting the full potential of the applications**
- ▶ **Expert at producing attractive and professional-quality outputs**

FOUR INDIVIDUALLY CERTIFIED MODULES

- ▶ WORD PROCESSING
- ▶ SPREADSHEETS
- ▶ DATABASE
- ▶ PRESENTATIONS

ICS SKILLS is the skills & certification body of the Irish Computer Society. Its role is to promote, develop and certify computer skills and IT knowledge in Ireland.

The **Irish Computer Society** is the national body for Information and Communication Technology (ICT) Professionals in Ireland. ICS is a not for profit organisation which promotes the continuous development of professional ICT knowledge and skills and acts as an independent representative voice for the technology industry.

IRISHCOMPUTERSOCIETY

Driving Professionalism in IT

ICSSKILLS

IT Certification for All



WHAT IS ECDL ADVANCED? ■■■

ECDL ADVANCED certifies a higher standard in computer use for ECDL holders. It certifies that a candidate is a proficient computer user who has high-level skills in the four main applications, and has gained a degree of intuition in their use. The ECDL ADVANCED certificate holder is fully conversant with the scope and interactivity of the applications. Increased skill level indicates enhanced confidence and self-assurance in the advanced computer user.

WHAT IS COVERED? ■■■

The ECDL ADVANCED syllabus describes the knowledge and the skills required to achieve the ECDL ADVANCED certificate in each of

- ▶ Word Processing
- ▶ Spreadsheets
- ▶ Database
- ▶ Presentations

The syllabus has been developed by the ECDL Foundation expert working groups, and is task-based to enable candidates to apply learned skills in a wide range of situations.

ECDL ADVANCED requires the candidate to perform complex data analysis and produce professional outputs in documents, spreadsheets, databases and presentations. Sophisticated formatting and auditing tools are used, along with advanced functionality like macros, data linking and the interactivity of different applications.

BENEFITS OF ECDL ADVANCED ■

- ▶ Opportunity to develop advanced skills in computer applications and achieve international certification
- ▶ Outlines a clear progression from the basic skills of core level, for ease of planning further learning
- ▶ Addresses the needs of the more sophisticated computer user in today's society, offering a broad range of skills with the same quality assurance that they are accustomed to in ECDL
- ▶ Addresses the demand for follow-on courses from candidates who have completed the core level ECDL
- ▶ Enables training/test centres to provide a service to their clients, increasing the pool of accomplished computer users in the community
- ▶ ECDL Advanced Expert Certificate is a valuable statement of mastery of computer skills

TRAINING & TESTING ■■■

Many ECDL training and test centres are now offering courses in ECDL Advanced. Many of these centres have trainers who have completed the Certified Training Professional programme, evidence of their professionalism and expertise. As with the core level ECDL, there are a variety of training options open to ECDL Advanced candidates. Instructor-led training is provided at many training centres, and ECDL Foundation approved multimedia CD-Rom courseware is also available.

ECDL Advanced testing may be administered manually or using an automated test system. The management of ECDL Advanced candidates and recording of test results is fully automated on the ICS SKILLS website (www.ics-skills.ie). Certificates are awarded for each of the four modules and the ECDL Expert Certificate is awarded to candidates who attain all four certificates.

CONTACT

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