



ICDL Essentials

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Enrolment and Course Access

eCollege Login

Once the course is activated, please [log in to eCollege here.](#)

eCollege Password

eCollege passwords can be reset [using the password reset option on eCollege.](#)

Course Start Date

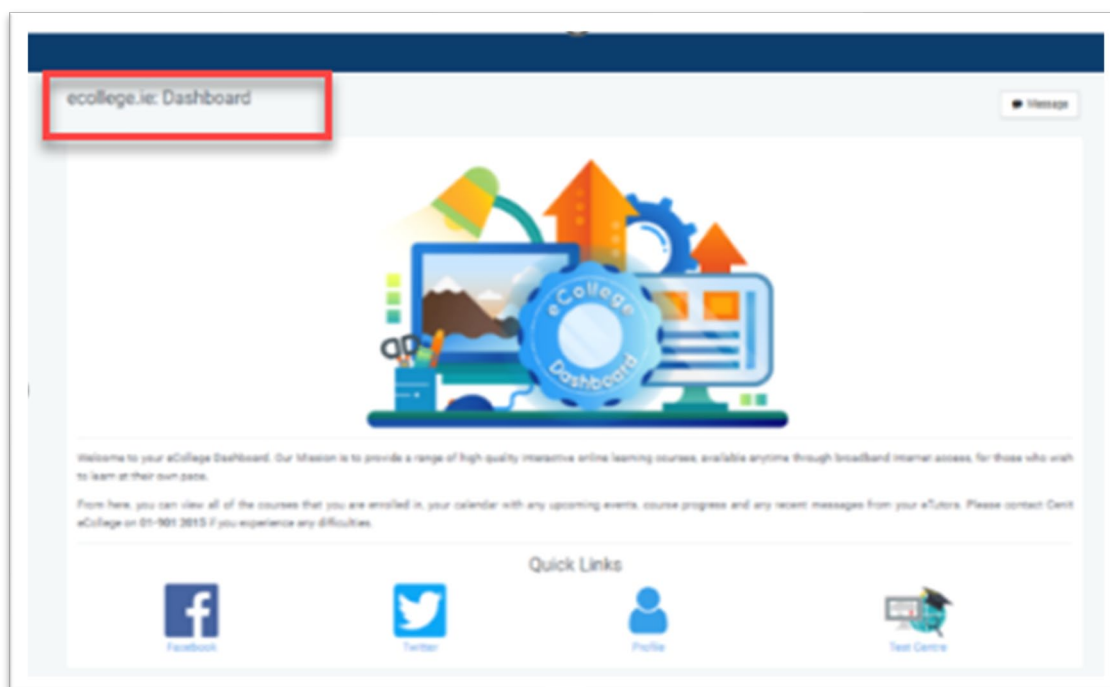
The course starts once logged into eCollege. We run this course on a continuous intake basis. You may see other start dates on Fetch Courses; these are incorrect. We cannot delay the start of courses or place courses on hold.

Course Length

We allow **16** weeks to complete the course and the examination and suggest that learners study about **four** hours weekly. Approximately three contact hours are within the interactive tutorials, and particular topics may have to be reviewed multiple times. We also provide practical exercises/quizzes and official practice tests for each module.

eCollege Course Structure

Once logged onto www.eCollege.ie, the course is displayed on the Dashboard.



Course Layout

1. Link to the course handbook, support options, forums and information on the examination
2. Getting Started topic which includes a pre-course survey and information on computer safety
3. Learning content topics: Includes videos and quizzes (four modules)
4. Exit course topic (to be completed when all modules are completed)
5. Shows eTutor information
6. Shows course progress
7. Shows the course enrolment timer, which details the time left on the course.

The screenshot displays the ICDL Essentials course dashboard. At the top, it shows the course title and navigation options: 'Course Handbook', 'Support', 'Forums', and 'Exam Info'. Below this, there are six main content tiles: 'Get Started - Click here' (START), 'Computer&Online Essentials', 'Documents (Word)', 'Spreadsheets (Excel)', 'Presentations (PowerPoint)', and 'Completed Course' (EXIT). The right sidebar includes a user list with names and surnames, a progress bar for 'Quiz 3 - Managing Worksheets (Spreadsheets)', and an enrolment timer showing '03:03'. The footer contains quick links, contact information, and the SOLAS Learning Works logo.

The Course Content Topics

All coursework is included in the following Video Tutorials:

1. Computer Essentials and Online Essentials
2. Documents
3. Spreadsheets
4. Presentation

Quizzes and exercises are also included as part of the course.

How to approach the course content topics

Step 1: Watch the video lessons

Step 2: Complete the exercises

Step 3: Complete the topic quizzes

Step 4: Order the diagnostic

Step 5: Book the exam

All activities need to be completed successfully to move to the next topic

This topic has six steps that will open as you progress through the topic.

Module Summary (Computer and Online Essentials)

Available but not shown on course page

1 Step 1 of 6: Video Lessons

Please take a look at the video lessons below. In order to pass each video below you will need to view all slides and complete all internal quizzes.

- Unit 1 Computers and Devices (Computer and Online Essentials)
- Unit 2 Managing Files and Applications (Computer and Online Essentials)
- Unit 3 Networks (Computer and Online Essentials)
- Unit 4 Online Communication (Computer and Online Essentials)
- Unit 5 Web Concepts and Online Activities (Computer and Online Essentials)
- Unit 6 Safety Security Accessibility and the Environment (Computer and Online Essentials)

2 Step 2 of 6: Exercises

Please click on the folder below and download the exercise files.

Step 2: Exercises (Computer and Online Essentials)

3 Step 3 of 6: Quizzes

Complete the following six quiz activities. You must achieve 90%+ in each quiz to complete this activity.

- Quiz 1 - Computers and Devices (Computer and Online Essentials)
- Quiz 2 - Managing Files and Applications (Computer and Online Essentials)
- Quiz 3 - Networks (Computer and Online Essentials)

4 Step 4 of 6: Order Diagnostic Credit (Practice Exam)

Complete the following activity, once submitted your eTutor will supply you with details on how to log in and complete your diagnostic test. A diagnostic test is a practice exam simulation.

- Step 4: Order Diagnostic (Spreadsheets)

5 Step 5 of 6: Exam Booking

Complete the following activity, once completed your eTutor will be in touch to help you book your first exam.

- Step 5: Book Exam (Spreadsheets)

Course Information and Syllabus

Prerequisites and System Requirements

Operating System: It is a requirement 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. A license can be provided by eCollege for the course duration if required. You will find a request form for Office 365 in the Getting Started section of the course. We encourage learners to use the most up-to-date version of Office.

Technical Requirements

The eCollege course requires the learner to have a Microsoft Windows PC. 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 1024 X 768 - 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 to run. [Please add the following URL 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](#)

Course Information

This certification allows learners to build and demonstrate an understanding of Artificial Intelligence. ICDL is one of the most recognised computer user certifications in the world.

On successfully completing this programme, applicants will be able to use a wide range of software applications on a personal computer and source employment in a range of clerical/administrative positions in IT and other sectors.

Module Summary

The module syllabus is located on the ICDL website

- [Click here to access Computer Essentials syllabus and Online Essentials \(EL\)](#)
- [Click here to access Documents Syllabus \(EL\)](#)
- [Click here to access Spreadsheets Syllabus \(EL\)](#)
- [Click here to access Presentation Syllabus \(EL\) \(EL\)](#)

Certification

Upon completing the examination, a certification from ICDL Ireland will be awarded. Accreditation from ICDL Ireland demonstrates a basic understanding of the topic and its potential benefits and limitations. The qualification name is **ICDL, and the awarding body is ICDL Ireland**. A digital certificate for completed modules can be downloaded from the ICDL Ireland website.

Examination

Diagnostic Test

The Diagnostic test covers the module's contents and offers a detailed practice assessment. This way, learners can get a good overview of their current knowledge. There is no time limit for diagnostic tests; they can be suspended and reviewed later. Per module, there is a diagnostic test with approximately 45/65 questions.

There are more questions in the diagnostic tests than in the actual examination. The diagnostic can be requested after completing the coursework and before completing the exam. eCollege requires a specific score in the diagnostic before allowing the learner to proceed to the exam. After completing the diagnostic with the required score, the course steps will guide learners through how they can book the exam.

We strongly advise learners to sit their exam as soon as possible after completing the diagnostic while the course information is fresh. In our experience, the longer it is left, the less likely learners will have a successful exam outcome. Diagnostics are taken at home. The exam can take place in a test centre or at home under online supervision (if you meet the technical requirements.) We update the exam centre list regularly. [Please check the exam centre list here](#) or contact the course eTutor directly regarding online testing from home.

Exam Costs

SOLAS will cover all course costs, including the cost of the exam.

Exam Format

- There is one exam for the module.
- The certification exam has approx. 32 - 39 questions
- There will be a mix of the following questions: Theory, Practical, Hotspot (point and click), and Multiple choice.
- Exams are online and are 45 minutes in duration.
- A 75% grade is required to pass the exam.
- It is a closed-book examination.

Register for the Examination

Before sitting an exam, learners must complete and pass a diagnostic test with a score of at least 85%. The exam registration link is contained within the relevant module on eCollege.

Exam Support

If a learner requires test accommodation (support for documented learning difficulties), it must apply for this in advance. Any request for additional support will require documented evidence from a medical professional. Please contact the course eTutor if there are any queries about this.

Course Content

Live Classes

There are no live classes. The course content is laid out in interactive tutorials that can be accessed anytime once logged into eCollege.

Introduction webinar

Interactive Tutorials

Centit College eTutors hosts an online introduction seminar regularly, where questions about the course can be answered.

Course Content

The course content is created and designed by a company called ICDL Ireland. ICDL Ireland supplies eCollege with interactive tutorials aligned with the course syllabus. These interactive tutorials are found within each topic. They cannot be viewed offline.

How to approach the course

We advise the following approach to the course:

- Fully complete the module, including video lessons and quizzes
- Complete the diagnostic
- Apply for and complete the exam as soon as possible after the diagnostic

ICDL Registration

Note: Learners MUST Register for the exam with ICDL Ireland, the certifying body. If previously registered, it does NOT need to be completed again. If there are any questions or are uncertain, please contact the course eTutor.

eCollege Support

We have a reliable support system in place, and we can be contacted via email regarding any questions or concerns.

eTutor

There is an eTutor assigned to the course, which is available via email if there are any subject matter-related queries. The eTutor will send a welcome email; please ensure that the junk/spam folder is

checked if not received. Their contact information is also available on the course homepage.

Administration and Helpdesk

We have a team of administrators who can help with general course questions and technical support, and the administration will send emails throughout the course.

eLearning General Information

We know that eLearning has challenges that can prevent learners from absorbing the course's content and critical aspects. We also know that learners may be on the go and do not have much time to devote to the eLearning experience. When ready to learn, this can be overcome by engaging the course in bite-sized chunks. Lengthy study sessions should be avoided; this provides the chance to acquire and retain information more effectively.