

International Computer Driving Licence (ICDL Advanced)

Subject specific entry requirements.

There are no specific entry requirements other than the general entry requirements For the sixth form

How the course is assessed.

100% examination (4 automated elements and 1 written exam)

Exam board.

BCS

Why study Level 3 IDCL?

- You will learn the skills needed to work in any office or administrative setting.
- Internationally recognised qualification within industry
- Increasingly popular amongst both public and private sectors.
- You will improve your ICT literacy and understanding of key elements of Microsoft Office.
- You will gain transferable skills necessary for further study or the world of work.
- You will gain an internationally recognised qualification worth 24 UCAS tariff points.
- Once qualified you will be eligible to apply for discounted BCS membership.

Course overview

Students will gain a comprehensive understanding of the following:

Key Modules	Examples of skills learnt in each module
Word Processing Software	<ul style="list-style-type: none"> • Format text and tables • Referencing features and creating tables of contents. • Using fields, forms and templates. • Use advanced mail merge and macros. • Work with master documents • Work with watermarks and sections
Spreadsheet Software	<ul style="list-style-type: none"> • Use sophisticated functions. • Create charts and apply advanced chart formatting features • Work with tables and lists to analyse, filter and sort data. • Use pivot tables, validate and audit spreadsheet data • Applying spreadsheet security.
Presentation Software	<ul style="list-style-type: none"> • Creating and modifying templates and formatting slide backgrounds. • Apply advanced chart formatting features and create and edit diagrams. • Insert movies and sound. • Work with custom slide shows.
Database Software	<ul style="list-style-type: none"> • Database development and usage.

	<ul style="list-style-type: none"> • Creating a relational database, designing and refining queries using wildcards, parameters and calculations • Using controls and subforms to enhance forms. • Create report controls to perform calculations.
Improving Productivity Using IT	<ul style="list-style-type: none"> • Learning how to improve your productivity in general through IT use.

Each software module will be assessed online, with the opportunity to resit if necessary. Improving Productivity Using IT will be assessed via a written examination.

A copy of the specification can be found via [Qualification Specification \(bcs.org\)](http://www.bcs.org)

Did you know?

ICDL is the world's number one IT user qualification - over 17 million programmes delivered in 171 countries.

Industry views ...

'Employers need people who can contribute to achieving goals in the most efficient and productive way. ICDL gives you the computer skills to do this. That's why it is recognized and valued by companies around the world as the benchmark in IT user competence. Over 2 million people have taken ICDL in the UK alone.'

Lucy Ireland, Managing Director for BCS Learning & Development, said.

'ICDL Level 3 was fantastic as single units for well-motivated students who wished to improve their digital skills before going into the work-place. It is also respected by employers in the finance industry. Plus, some of our students have used it to help them during their university courses.'

Guernsey Education Department