

The European Computer Driving Licence @ Brookes

The **European Computer Driving Licence®** (or **ECDL**) is the European-wide qualification which enables you to demonstrate your competence in computer skills. ECDL consists of seven module tests, which lead to the qualification. They are:

Module	Software/OS	Pass mark
★ Security for IT Users		75%
★ IT User Fundamentals	Windows 7	75%
★ Word Processing	MS Word 2007 or 2010	75%
★ Spreadsheet Software	MS Excel 2007 or 2010	75%
★ Database Software	MS Access 2007 or 2010	75%
★ Presentation Software	MS PowerPoint 2007 or 2010	75%
★ Using Email and The Internet	MS Outlook 2007 or 2010 and Internet Explorer v8 or v9	75%

The cost is **£110** for Brookes staff and students, and **£375** for members of the public.

If you don't complete within the first year you pay an extra £50 for second year.

For more details contact:

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Information:

Brookes ECDL web pages: www.brookes.ac.uk/services/cs/ecdl

ECDL web site: www.ecdl.co.uk

How long do I have?

We expect you to complete your ECDL within one year. If you need more time, there will be a further £50 charge for a second year.

We expect you to attempt completion of one module within your first three months.

(Brookes staff only: failure to complete a practice test or real test within this period will result in a £25 charge to your School/Directorate. This is to cover the administration costs of keeping your registration active).

To receive your ECDL certificate you must complete all seven modules within a three year period.

Prepare and Learn

You will learn using BCS Mosiac online training at: <http://www.bcsmosiac.com>

You can access the training from a computer room at Brookes, your office PC, or from home if you have access to the internet.

Getting Support

The Test Centre will open for ECDL drop-ins at the following times during semester and most of the vacation:

- Monday afternoons 1pm –5pm
- Wednesday or Thursday mornings 9am – 1pm

Dates are listed on the Brookes ECDL web pages:
<http://www.brookes.ac.uk/services/cs/ecdl/dropin.html>

Support is on hand. The ECDL trainer can help you with any problems, and help you get ready for tests.

ECDL (MS Office 2007) workbooks are available for you to borrow.

Test Centre location: M114, The Media Centre, Oxford Brookes University, Headington Campus, Gypsy Lane, Oxford, OX3 OBP

Getting ready for a test

Once you feel you are ready to take a test for a particular unit, please go through this checklist:

- Have I successfully completed the ECDL training for that unit?
- Have I put into practice what I've learnt?

If you think you're ready then the next step is to practice taking a test.

Taking a practice test

Go along to an ECDL drop-in session.

The practice test will identify if you have any weak areas that need to be addressed. Feedback is available, and the trainer will help you decide if you are ready to take a real test.

Taking a test

You have 45 minutes to take the test. You are working under exam conditions.

Note: In certain circumstances (e.g. dyslexia, visual impairment) you may be able to request extra time.

When you finish the test, the system will check your work, and you will be shown your result on screen.

You can take two tests on the same day if you wish.

Using the online BCS Mosaic Training

PC requirements

- Microsoft Internet Explorer v 5.01 or later
- Screen Resolution should be set to 1024x768 or higher
(You can change screen resolution – Right-click the desktop, click Properties, click Settings tab, Use the slider to change the resolution.)

Logging in

- Use Internet Explorer v5.1 or above.
- Go to: <http://www.bcsmosiac.com>
- Log in with your sign-on name and password.

Doing the training


- User guide: <http://www.brookes.ac.uk/services/cs/ecdl/Mosaic Student Guide V1.pdf>

Allowing Popup windows

The online training makes use of pop up windows. If you have a pop blocker installed you may see the following message when you click on a Unit link.

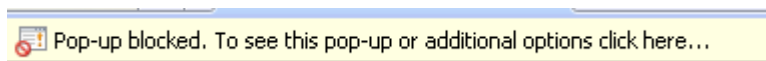


You will need to allow popups for the Activ Training web site:

If you have the Google toolbar installed, click the blocked button  to allow popups for the Activ course-source.net website.



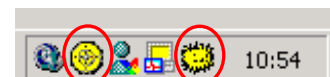
Internet Explorer might also block popups.



Click in the yellow bar, and choose Always allow pop-ups from this site. Alternatively, choose Pop-up Blocket from the Tools menu.

Another option that may work is to hold down the <Ctrl> key as you click on a Unit link

There are other types of pop-up blockers that can also be installed to your PC but the user usually knows if they have installed a dedicated pop-up blocker. These programs are designed and advertised to stop pop-ups from occurring. Users may knowingly download programs like: Pop Swatter, Ad Blocker, Pop Destroyer, Ad Aware, POW, Pop Stopper
Usually these programs are displayed in the system tray of the PC.



If users are unsure as to what any icon in the system tray represents they can slowly move the mouse cursor over each icon and the name of the program will be displayed, if the name of the program is one in the list or similar then there is a chance that the user has installed a pop-up blocker. To disable these programs users can right click on the icon and select disable from the menu that appears.