Computer Driving Licence, @-level and A-level examinations

Syllabus

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1 The objectives and contents of examinations

@-level examination is useful to everybody, providing also an appropriate mid goal in accomplishing the A-level examination. Contents in @-level include basic skills needed in the information society. These skills include device and data management, information seeking, e-mail and basic operation with selected software. By taking the @-level examination candidate will be able to work, study and use services through internet.

A-level examination is directed to those who use computer as tool in support of their own work, studying and spare time. Contents and required level of understanding meet the needs of working life and includes the most important sectors of information society. Once accomplished, the A-level certificate proves that holder is able to independently manage different devices, operates smoothly with selected software, is familiarized with the basic concepts of information technology and recognizes different application fields of ICT.

Examinations are not depending on certain programmes and can be taken in Finnish, Swedish or English. CDL, the Finnish innovation, is accepted by EU and it is recognised both in Europe and in the whole world. Certificate is bilingual working easily as proof of the candidate´s skills all around the world.

@-level examination is approved as a part of A-level examination. The examinations are accepted as a share in many vocational examinations and as periods in different degrees of education and in education that prepares for a profession.

2 The structure of examinations

The examinations contain several modules. When passing a module, a study card will be received if needed. Once all required modules for the chosen examination are passed, the actual certificate will be delivered.

2.1 @-level examination

@-level examination consists of four modules. There are two compulsory modules and at least two other modules are chosen according to the candidates interest or the training organisations supply.

The two compulsory modules of @-level are:

• device and data management
• internet and e-mail

The optional modules (at least two) are chosen amongst following:

• word processing
• spreadsheets
• presentation graphics
• databases in spreadsheets
• image processing
• working on the net.

2.2 A-level examination

A-level examination consists of seven modules. There are three compulsory modules and at least four other modules are chosen according to the candidates interest or the training organisations supply.

The three compulsory modules of A-level are:

- device and data management
- internet and e-mail
- word processing

The optional modules (at least four) are chosen amongst following:

- spreadsheets
- presentation graphics
- databases in spreadsheets
- image processing
- working on the net.

2.3 Skills tests

Modules can be taken in any order one by one. It's allowed to use 45 minutes on each test.

All modules are skills tests in which the candidate performs tasks guided in the examination paper. During these tests the candidate can use notes and guidebooks. For the evaluator there are instructions and guidelines to help evaluating the test. The tests must be 90 % correct.

3 Device and data management

The candidate demonstrates competence in using the common functions of computer and its operating system as well as his/her skills in data management.

1. The structure and configuration of a computer
   - central processing unit
   - data input-, saving-, and printing equipment
   - operating systems and software
   - servers, workstations, data terminal equipments
2. Functioning principle of a computer
   - start-up routines
   - operating system
   - peripheral devices
3. Managing the operating system
   - desktop
   - keyboard and mouse
   - opening and closing a program
   - simultaneous use of several programmes
   - windows and icons
   - creating a shortcut icon
   - using menus, toolbars and dialogue boxes
4. Control panel
   - mouse, printers, date and time, display options
5. Using utility programmes
   - e.g. calculator, text editor, drawing programme
6. Using the clipboard
   - cutting and copying data from one software to another
   - print screen -function
7. Managing folders
   - create and delete
   - cut and copy
   - rename
8. Managing files and file properties
   - open and close
   - create and save in correct location and file type
   - save as
   - cut, copy and delete
   - print
   - file properties: read-only, created, modified, used, type, location, size
   - recognizing the most common file types
   - file extracting and importing
9. Storage devices
   - e.g. hard disk, CD, DVD, USB, network disk
10. Comprehending personal computer and network environment
    - data management on hard disk and server
    - number of files and folders and sorting
    - version numbers
    - available disk space
    - significance of system tools, for example disk conditioning and integration
    - using bin/wastebasket: deleting and restoring files
    - problem solving, for example task management
    - changing the user, logging off and restarting
    - search-function
11. Information security
    - understanding the meaning of data security in computer and network environment
    - passwords , good password
    - antivirus software and worms, hoaxes, etc.
    - significance of firewall
    - backing up data
12. Comprehending the basic terms of information networks
    - internet, intranet, extranet
    - local area networks
    - telecommunication networks

Skills test   It is allowed to use 45 minutes on test. Notes and guidebooks are allowed to use during the test.

4 Internet and e-mail

The candidate demonstrates his/her competence in using digital communication. He/she possesses good skills in using safely and with ease the chosen browser and e-mail programme. He/she also has basic skills in using internet based services and knows the basics of information seeking.

Essential objectives of the module:

1. E-mail messages
   • to, copy, carbon copy
   • structure: subject or title, message, signature
   • receiving and sending a message
   • replying to a message and forwarding a message
   • printing a message
   • deleting and restoring messages
   • spam
2. E-mail attachments
   • sending and receiving
   • saving
   • size, type and other properties
   • scanning for viruses
3. Managing e-mail messages
   • creating and renaming folders
   • moving message into folders
   • sorting
   • address book (single address, distribution list or group)
   • Search-function
4. Accessing a web-page
5. Information security
   • antivirus software and worms, hoaxes etc.
   • significance of firewall
   • cookies
   • user names, passwords and storing them
   • private browsing
6. Browser options
   • defining the starting page
   • allowing or preventing pop-up windows
   • clearing cache and page history
7. Netiquette

8. Copying and/or saving
   • copying an URL address
   • copying or saving text from web as a file
   • copying or saving a picture from web
9. Copyright laws
   • references
   • plagiarism
10. Information seeking
    • channels (search engines, databases, glossaries)
    • analyzing search results
    • search techniques (words and phrases, techniques and strategies)
11. Internet based services
    • registration to use services
    • register details
    • privacy and confidentiality policies
    • using protected web pages
12. Using social media
    • recognizing services
    • registration to use services
    • information security and data protection
    • privacy
13. Digital services
    • concept of eCommerce
    • the sense of registration
    • forms and services
14. Printing
    • printing a page and a selection
    • print setup and print preview
15. Bookmarks
16. Find -function
17. Help-function

Skills test   It is allowed to use 45 minutes on test. Notes and guidebooks are allowed to use during the test.

5 Word processing

The candidate demonstrates his/her competence in using the basic functions of the chosen word processing application. He/she is able to produce and edit documents that follow standards.

Essential objectives of the module:

1. Opening and closing a file
2. Typing and editing text
   - line change, paragraph change, page break
   - insert and replacement mode
   - different view modes
3. Saving a file
   - correct file name, location and file type
   - save as (new name and or location)
4. Selecting functions
   - text selection
   - move or copy text within a document or from one document to another
5. Apply text from other sources
   - paste options
6. Font formatting
   - type and size
   - change case (EXAMPLE -> example)
7. Font styles and effects
   - italic, bold, underline
   - colour
   - subscript and superscript
   - deleting automatic hyperlinks
8. Inserting special characters
   - for example @, ©, ®
9. Page layout
   - main principles of document standards
   - page layout: checking and adjusting margins, paper orientation
   - tabs
   - indentation and hanging/depending indentation
   - alignment
   - line spacing
   - header and footer
   - date
   - automatic and manual page break
   - page numbering and total number of pages
10. Preservation of the language
    - spell checking
    - hyphenation
11. Tables
    - inserting tables
    - rows and columns
    - inputting and revising data
    - formatting
12. Bullets and numbering
13. Adding a picture
    - from clipart or from a file
    - copying and moving
    - adjusting size
    - text flow around a picture
14. Printing
    - selecting print area
    - print setup
    - print preview
    - printing
15. Publishing to PDF format
16. Find / Replace -function
17. Help-function

Skills test   It is allowed to use 45 minutes on test. Notes and guidebooks are allowed to use during the test.

6 Spreadsheets

The candidate demonstrates his/her competence in using the basic functions of the chosen spreadsheet application.

Essential objectives of the module:

1. Opening and closing a file
2. Inputting data
   - entering numeric data
   - entering text data
   - series
3. Saving a file
   - correct file name, location and file type
   - save as (new name and or location)
4. Selecting functions
   - selection
   - move or copy content within a table or from one file to another
5. Calculation in a table
   - basic formulas according to given sample: add, subtract, multiply, divide
   - basic functions: sum, average, minimum, maximum
   - cell references, direct and relative
   - calculation from several sheets
   - cut and copy formulas and functions
6. Working with spreadsheet
   - inserting and deleting rows and columns
   - row height and column width
7. Formatting spreadsheet
   - number formatting
   - font formatting
   - alignment
   - borders and backgrounds

8. Sorting
9. Chart
   - creating chart from defined data
   - basic chart types
   - chart titles and legends
10. Handling of sheets
    - inserting, deleting, moving, copying, naming
    - handling sheets as a group
11. Page setup and printing
    - paper orientation, fit to page, page breaks
    - margins
    - headers and footers
    - printing gridlines
    - repeating row or column headings in a large table
    - printing row and column headings
    - printing areas
    - print preview
    - printing
12. Publishing to PDF format
13. Find / Replace -function
14. Help-function

Skills test   It is allowed to use 45 minutes on test. Notes and guidebooks are allowed to use during the test.

7 Presentation graphics

The candidate demonstrates his/her competence in using the basic functions of the chosen presentation graphics application.

Essential objectives of the module:

1. Opening and closing a file
2. Saving a file
   - correct file name, location and file type
3. Starting a new presentation
   - page setup
   - selecting and changing template
   - slide layouts
   - using different views
4. Editing presentation
   - changing background colour
   - inserting and deleting slide
   - changing slide order
   - copying slide from another presentation
5. Word processing
   - font formatting: type, size, style, colours
   - bullets and numbering, indentations
   - copying text from another file
6. Drawing
   - drawing objects
   - fill colour, border
7. Pictures
   - inserting from clipart or file
   - formatting picture (size, location, colours, borders)
   - selecting, cutting, copying, pasting

8. Objects
   - selecting, moving, copying
   - grouping, ungrouping
   - rotating, flipping
   - order: bring to front, send to back
   - creating and formatting charts and graphs
9. Permanent elements
   - master slide´s meaning
   - inserting and changing headers and footers
10. Slideshow
   - fluent usage of slideshow
   - slide transition effects
   - attaching device to video projector
   - opening hyperlinks or media clips and returning to presentation
11. Printing
   - printing options
   - page setup
   - print setup
12. Publishing to PDF format
13. Find / Replace -function
14. Help-function

Skills test   It is allowed to use 45 minutes on test. Notes and guidebooks are allowed to use during the test.

8 Databases in spreadsheets

The candidate demonstrates his/her competence in using the database functions of the chosen spreadsheet application.

Essential objectives of the module:

1. Opening and closing a file
2. Managing files
   - opening and closing
   - saving with a correct name, type and location
   - save as (new name or location)
3. Handling of sheets
   - inserting, copying, naming within a file or from one file to another
4. Managing sheets
   - cell formatting (e.g. text, number)
   - logical field order
   - handling rows and columns
5. Maintaining data
   - inserting and editing data
   - inserting and deleting records
   - number of records
   - browsing and searching data
   - sorting
6. Making a query or filtering data
   - selecting table to a filter or query
   - hiding and unhiding columns
   - filtering and sorting
   - copying and saving query and filter results
7. Subtotals
8. Page setup and printing
   - paper orientation, fit to page, page breaks
   - margins
   - headers and footers
   - printing gridlines
   - repeating row or column headings in a large table
   - printing row and column headings
   - printing areas
   - print preview
9. Find / Replace -function
10. Help-function

Skills test   It is allowed to use 45 minutes on test. Notes and guidebooks are allowed to use during the test.

9 Image processing

The candidate can independently use digital cameras and transfer pictures from a device to a computer. He/she is able to modify pictures with an image processing application. He/she can use basic functions of the chosen application and is able to take notice of different purposes of using pictures when handling and saving them.

Essential objectives of the module:

1. Opening and closing a file
2. Digital pictures
   - basic functions of a digital camera
   - taking pictures with a digital camera
   - transferring pictures from camera to computer
   - importing pictures from different applications
   - copyrights and access rights
3. Converting picture to digital format
   - using scanner
4. Basic functions of image processing
   - using basic tools
   - rectify and crop picture
   - red-eye removal
   - changing picture size and resolution according to usage
5. Editing picture
   - choosing and editing colours
   - brightness and contrast
   - correcting colour shades
   - colour shades: e.g. gray, rgb
   - transparency
   - sharpening
   - scratches and rubbish
   - correcting perspectives: diagonal lines
   - inserting and formatting text
   - understanding the meaning of layers
   - copying layer
6. Saving pictures
   - correct name and location
   - application´s own saving option
   - saving options: jpg, tif, gif, png
   - printing options: pdf, paper

Skills test   It is allowed to use 45 minutes on test. Notes and guidebooks are allowed to use during the test.

10 Working on the net

The candidate is able to act in work and learning situations exploiting information and communication techniques. He/she understands the meaning of desktop publishing and ways of maintaining information via desktop publishing. Collaboration, learning and usage of social media is fluent and safe.

Essential objectives of the module:

1. Meeting situations
   - using equipment in a strange environment
   - networks (wlan, mobile) in a strange environment
   - problem situations and preparing for them
2. Social media and applications supporting learning and working
   - instant messaging
   - collaboration (for example wikis, blogs, micro blogs, discussion forums, bookmarks, rss feeds)
   - networking
   - virtual worlds
   - learning platforms
   - information seeking techniques and analyzing of results
   - interaction on the net
   - sharing information
   - netiquette
3. Ergonomics
   - time control and self-management
4. Web pages from a company view
   - intranet / extranet / internet
   - maintaining data via desktop publishing
   - understanding basic structure of html

   - information security
5. Interaction on the net
   - synchronic and asynchrony communication
   - awareness
   - attention
   - authenticy
   - trust
   - network identity, reputation, publicity, privacy, risks
6. Producing, sharing and presenting data in social networks
   - internet based learning and studying options: analysing advantages and challenges
   - file size and type
   - copyright, access rights
   - information security and data management
   - footsteps in the net
   - sharing information in local and public networks
   - transferring data into net from different storage devices
   - different means to present data (different audiences, different learners, different options)

Skills test	It is allowed to use 45 minutes on test. Notes and guidebooks are allowed to use during the test.