

## Certificated Courses

Certificated courses include qualifications accredited by several different organisations:

### Microsoft

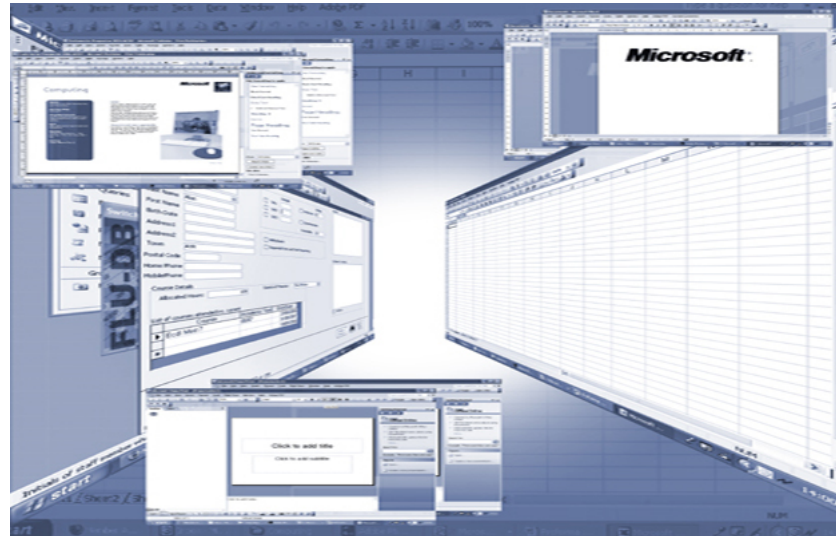
- IC3
- Microsoft Office Specialist Core
- Microsoft Office Specialist Expert.

### British Computer Society

- Equalskills
- European Computer Driving Licence (ECDL)
- ECDL Advanced

### Scottish Qualifications Authority

- PC Passport
- Webwise



The Flexible Learning Unit also offers the following certificated SQA courses and modules on a distance-learning/flexible learning basis with college-based assessments.

## Mathematics

- Core Skills Numeracy (at all levels)
- Intermediate 2 Mathematics
- Core Mathematics 3
- Core Mathematics 4

## Communication

### Core Skills Units

- Intermediate 1
- Intermediate 2
- Higher

### Communications Units

- Communications 2
- Communications 3
- Communications 4

### Literature

- Introduction to Literature
- Literature 1

## Non-Certificated Courses

Non-certificated courses are for those who do not need, or do not want, a qualification. These courses are undertaken to learn a specific skill and to increase knowledge and understanding within areas of interest to the individual. They do not have assessments or award a certificate on completion but will enable you as a learner to become competent in a specific subject area of your choice. These courses can be taken individually or as part of a block, tailored to suit your needs. Available courses include:

- **Introduction to Computers** - basic computing skills, including use of the keyboard and mouse, typing a letter, saving and editing files, creating folders.
- **Desktop Publishing** – learn how to create brochures, newsletters, postcards, CD or DVD labels, business cards etc. with Microsoft Publisher 2003. Available at Beginner and Advanced levels.
- **Internet** – connecting to the Internet, surfing the World Wide Web, navigation and bookmarks, choosing an Internet Service Provider, using a search engine, booking a flight, shopping online.

- **Email** – learn how to send and receive electronic mail, create an email account, utilise the address book, send, open and save attachments, organise email folders.
- **EBay** – learn all about EBay, the history, searching for items, buying and selling, creating an account, feedback.
- **Digital Photography** – camera controls, transferring images from the camera to the pc, red-eye removal, selection and manipulation techniques with Adobe Photoshop.
- **Web Design** – HTML, creating web pages from scratch, Dreamweaver.

For more information on any of these courses please [contact](#) the Flexible Learning Unit. For information on funding your course please refer to the [Funding](#) page.

## Microsoft Certification

IC<sup>3</sup>



IC<sup>3</sup> stands for Internet and Communication Core Certification, a global standard in core computing skills certified by Microsoft through Certiport, a company which is responsible for the development, marketing, and administration of certification programs for the Microsoft Office suite of products.

The IC<sup>3</sup> training and certification program covers a broad range of computing knowledge and skills that proves competency in the areas described below. Individuals seeking IC<sup>3</sup> certification are required to take and pass all three IC<sup>3</sup> exams: Computing Fundamentals, Key Applications, and Living Online.

**Computing Fundamentals** - this area covers the very basics of computing, including computer hardware, computer software and using an operating system.

**Key Applications** - this area covers common program functions, Word Processing functions, Spreadsheet functions and Presentation software functions.

**Living Online** - this area covers networks and the Internet, electronic mail, using the Internet and the impact of computing and the Internet on society

## Microsoft Office Specialist



The Microsoft Office Specialist (MOS) certification is the standard for demonstrating desktop skills with the Microsoft Office suite of business productivity applications (Word, Excel, PowerPoint, Access and Outlook). MOS is now offered in more than 100 countries worldwide and in 18 different languages and provides a staged progression at three levels:

- Microsoft Office Specialist Core examinations in Word, Excel, PowerPoint, Access and Outlook
- Microsoft Office Specialist Expert examinations in Word and Excel
- Microsoft Office Specialist Master certification is awarded on completion of Word and Excel Expert exams, PowerPoint Core exam and either Access or Outlook core exam.



## British Computer Society

### Equalskills



**Equalskills** is the ideal introduction for people that have never used a computer before to learn the basics about what a computer can do. The course starts by showing people how to turn a computer on and moves on to give an introduction to the desktop and file management, the Internet and electronic mail.

It's done at an easy pace, with an allocated 20 hours of study time - ideal for anyone who might be a little scared of computers! If you want to know more about Equalskills, click on the logo.

## European Computer Driving Licence

ECDL is an internationally recognised qualification, with seven modules to provide comprehensive skills in knowledge and understanding of the following areas:

- Module 1 – Basic Concepts of Information Technology



- Module 2 – Using the Computer and Managing Files
- Module 3 – Word Processing
- Module 4 – Spreadsheets
- Module 5 – Databases
- Module 6 – Presentations
- Module 7 – Information and Communication

Enrolling on ECDL at Ayr College entitles you to 160 hours of supported study time in the Flexible Learning Unit. To find out more about ECDL, click on the ECDL logo above to go to their website.

## ECDL Advanced

ECDL Advanced provides a more detailed understanding of the concepts of the applications listed below. Each module is an individual unit which can be studied independently of the others.



- **Word Processing**  
Understand and accomplish more advanced operations associated with editing, layout, tables, mail merge, forms, tables, text boxes and spreadsheets and macros.
- **Spreadsheets**  
Provides an advanced understanding in creating and maintaining complex spreadsheets, manipulating charts, using templates, using complicated functions, macros and using data tables and databases.
- **Databases**  
Design databases and set field properties, create and amend relationships, perform advanced queries, create forms and form controls, reports, import and export data, create action queries and run macros.

## Scottish Qualifications Authority

### PC Passport

PC Passport offers a qualification in using Microsoft Applications with a progression route from **Beginner – Intermediate - Advanced**.

It is awarded by the Scottish Qualifications Authority (SQA).

Click on the logo to go to the PC Passport website.



- **Beginner**

There are 3 units in the beginner course; Word Processing, Spreadsheets and Internet. Each unit has a notional duration of 40 hours, so the beginner course should take around 120 hours.

- **Intermediate**

There are 4 units in the intermediate course; Word Processing, Spreadsheets, Internet and Presentations. Each unit has a notional duration of 40 hours, so the intermediate course should take around 160 hours.

- **Advanced**

There are 5 units in the advanced course; Word Processing, Spreadsheets, Internet, Presentations and Databases. Each unit has a notional duration of 40 hours, so the advanced course should take around 200 hours.

The course can be started at any stage depending on your previous experience and knowledge of the applications. The mode of study is dependant on your requirements as paper-based and on-line materials are available.

### Webwise



This qualification offers a basic introduction to the Internet. It is a simple online tutorial supported by the BBC and aims to encourage and educate, and to increase knowledge and understanding of the capabilities of the Internet.

It is aimed at those who want to know what the Internet has to offer and how to make full use of its potential. Completion of this course will allow you to shop online, book holidays and flights, find information, communicate with friends and family etc.

The topics covered are:

- Connecting to the Internet

- Browsing the Internet
- Searching for information
- E-mail and attachments
- Filling in online forms
- Internet safety and security
- Communities – how to make new friends!