

ECDL Advanced Improving Productivity using IT

Module Goals

This is the ability to plan, evaluate and improve procedures involving the use of IT tools and systems in order to improve the productivity and efficiency of work activities. The learner will be able to:

- Analyse the methods, skills and resources required to complete the task successfully
- Analyse any factors that may affect the task and Critically compare alternative methods to produce the intended outcome
- Explain why different software applications could be chosen to suit different tasks, purposes and outcomes
- Explain any legal or local guidelines or constraints which apply to the task or activity
- Critically compare the strengths and weaknesses of own and other people's final work
- Explain different ways to make further improvements to work
- Develop plans for using IT for different tasks and purposes, including contingencies
- Develop solutions that make a demonstrable improvement to the use of IT tools and systems

Module Chapters

1. Plan and Select
2. Create Solution
3. Review & Adapt
4. Develop & Test

Additional Course Information

Estimated learning time: 45 hours

Versions available: 2003, 2007, 2010, 2013, 2016

Software needed: Microsoft Office Professional

Examinations: 1 hour, mock test available

Support available through video demonstrations, email, inhouse 1-2-1s and via phone.

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Progression Options

Certificate IT User Skills (ECDL Advanced) - all 5 advanced modules.

ECDL Advanced Spreadsheets

ECDL Advanced Word Processing

ECDL Advanced Presentations

ECDL Advanced Databases

Microsoft Office Specialist

Microsoft Office Specialist Expert

Microsoft Office Specialist Master



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