



International Computer Driving License (ICDL)

About the Short Programme

This is a comprehensive programme that teaches learners all the essential skills they need to advance their career and become truly proficient as a computer user. The programme prepares the learners for the ICDL certification examinations. It includes step-by-step lessons in seven modules.

Who should attend this Programme?

- Are you looking to complete the ICDL certification examinations? Then this programme is for you.
- Anyone looking to improve their knowledge of computer software.

Admission Requirements

- Grade 10 or equivalent

Programme Outline

Module 1: Basic Concept of Information Technology

Module 2: Using the Computer and Managing Files 9MS-Windows)

Module 3: Using the Computer and Managing Files 9MS-Windows)

Module 4: Spreadsheets (MS-Excel)

Module 5: Databases / Filling Systems (MS-Access)

Module 6: Presentation (MS-PowerPoint)

Module 7: Information and Communication (MS-Outlook & Internet Explorer)

Duration

Please consult the fee schedule for the next starting date. The duration of the course is 80 hours part-time. The programme is offered during the week, in the evenings or on Saturdays.

Certification

Upon successful completion of this course and passing all the ICDL Foundation examinations, the learner will receive their International Computer Driving License from the ICDL Foundation.

Further studies

Please talk to a CA programme consultant to assist you with further studies that relate to your personal and specific needs.

