



International Computer Driving Licence (ICDL)

COURSE DURATION: 12 Weeks (Part Time)

LECTURE TIMES: Mon & Wed 18H00 - 20H00
Tues & Thurs 18H00 - 20H00
Saturday Mornings 08H00 - 12H00

INTRODUCTION

The ICDL is the world's leading end-user computer certification programme. It is internationally recognised as the global standard for end user computer skills and is widely adopted by Governments and Corporates worldwide.

THE ICDL PROFILE CERTIFICATE is made up of the following 6 modules:

- Computer Essentials
- Word Processing
- Spreadsheets
- Presentation
- Using Databases
- Online Essentials

THE BENEFITS OF HAVING AN ICDL:

- Internationally recognised certification.
- Improved job and study prospects
- Proven increase in productivity
- Reduction in IT support costs
- Increased essential IT skills levels
- Increased confidence in computer use
- Platform to higher-level IT education

LEARNING MATERIALS

Includes all prescribed manuals and a Skills Log Book which records progress through the certification process

UMHLANGA CAMPUS: Ground Floor | Centenary Building | Quadrant 2 | Zenith Drive | Umhlanga Ridge
Tel: 031 566 5588 • Fax: 031 566 5580 • Email: enquiries@careersit.co.za

JHB CAMPUS: Data Deal Place | 41 Wessesls Road | Riviona | Sandton | 2018
Tel: 011 234 3227 • Fax: 011 234 3164 • Email: enquiries@careersit.co.za