

SBU



ICDLTM

International

Computer Driving Licence



Introduction

The Computer Based Learning Centres (CBLC) form part of NAMCOL's Strategic Business Units (SBU).

Admission requirements and procedures

- ICDL is open to anyone regardless of age, gender, education, experience or background.
- No prior knowledge of Information Communication Technology or computer skills is required. Enrolment takes place at any time of the year. Upon registration students will receive a Skills Log book which records progress through the certification process.

NAMCOL offers the ICDL Certification programme in which covers the key concepts of computing and its practical applications (MS Office). It is the world's leading end-user computer certification programme and modules are now organised into three profile categories: ICDL Base Profile, ICDL Standard Profile and ICDL Advanced Profile as outlined below:

BASE	STANDARD	ADVANCED
Computer Essentials	Presentation	Advanced Word Processing
Online Essentials	Using Database	Advanced Spreadsheets
Word Processing	Online Collaboration	Advanced Databases
Spreadsheets	IT Security	Advanced Presentation
	Project Planning	

The following information briefly summarises each module and its content:

ICDL Base Profile

Modules

Computer Essentials covers everything from hardware and software to malware. It teaches essential concepts and skills about the use of devices, file creation and management, networks and data security.

Online Essentials covers security and safety on the web, the concepts of online communities, communications and email. It covers the essentials you need for going online, including web browsing, effective search engine use, online communication and email.

Word Processing requires the candidate to demonstrate the ability to use a word processing application for everyday tasks associated with creating, formatting and finishing small-sized word processing documents that are ready for distribution. The candidate will demonstrate competence in duplicating and moving text within and between documents and in using the features associated with word processing applications such as creating standard tables, using pictures and images within a document and using mail merge tools.

Spreadsheets require the candidate to understand the concept of spreadsheets and to demonstrate the use of a spreadsheet application. The candidate will understand and be able to accomplish tasks associated with developing, formatting, modifying and using a spreadsheet of limited scope that is ready for distribution. They will be able to generate and apply standard mathematical and logical formulas using standard formulas and functions. The candidate will demonstrate competence in creating and formatting graphs/charts.

ICDL Standard Profile Modules

Online Collaboration is a new Standard Module that is essential for our world of cloud storage, shared online documents and social networking. It covers the tools, theories, technologies and risks behind online collaboration.

Using Databases requires the candidate to understand some of the main concepts of databases and demonstrates the ability to use a database to create and modify tables, queries, forms and reports, and prepare outputs ready for distribution. The candidate will be able to relate tables and to retrieve and manipulate information from a database by using query and sort tools available in the package and sort tools available in the database. The candidate will also be able to create and modify reports.

Presentation requires the candidate to demonstrate competence in using presentation tools to accomplish tasks such as creating, formatting, modifying and preparing presentations, using different slide layouts for display and printed distribution. It also requires the candidate to be able to duplicate and move text, pictures, images and charts within and between presentations. The candidate will demonstrate the ability to accomplish common operations with images, charts and drawn objects and to use various slide show effects.

IT Security allows candidates to understand the main concepts underlying the secure use of ICT in daily life and to use relevant techniques and applications to maintain a secure network connection, use the internet safely and securely, and manage data and information appropriately.

Project Planning enables candidates to use project management software to prepare project plans and monitor projects, including planning and managing time, costs, tasks and resources.

ICDL Advanced Profile Modules

Advanced Word Processing is a high-level certification programme through which candidates can demonstrate their ability to use the advanced features of word processing applications to enhance their work, improve productivity and save time. Completion of this module will enable candidates to demonstrate professionalism and save time in the creation, production, review and distribution of documents.

Advanced Spreadsheets is a high-level certification programme which presents candidates with the opportunity to bring their spreadsheet skills to an expert level. Completion of this module will enable candidates to master the more advanced functions of spreadsheet applications, enabling them to produce more sophisticated reports and perform complex mathematical and statistical calculations. This will save time and improve productivity in the completion of tasks.

Advanced Presentation is a high-level certification programme for candidates who wish to create effective, high-impact presentations using advanced features and prove their skills in this area. The programme covers advanced presentation features that will allow candidates to use the presentation application to its full potential. It will allow them to plan and design more effective presentations that will have greater impact to better engage and involve an audience.

Advanced Database is a high-level certification programme that enables candidates to use the many advanced tools available in database applications to better manage and organise structured information. Successful completion of this module will enable candidates to maximise database functions in order to manage and analyse high volumes of data. This enables the production of the quantity and quality of information that business demands today.



ICDL training and testing at NAMCOL

Training and testing takes place at any of the ten accredited centres countrywide.

The new ICDL Profile replaces the former ICDL Start and Core. The new ICDL Profile can be built by completing modules from the available options.

The ICDL Profile grows with you and never expires. All NAMCOL centres are fully accredited with the ICDL Foundation in South Africa and provide a congenial study environment with the latest technology and professional trainers. Training takes place in accordance with timetables at all CBLC centres during week days.

Course options and fees

A Once off Administration fee of N\$50.00 is payable as required. All fees per module are payable prior to training.

The following course options are available:

Category 1:

BASE MODULES (Compulsory)	COST: (N\$)
This package includes a skills logbook, training material, face-to-face training and testing on all four modules.	
Computer Essentials	Deposit: N\$ 800.00
Online Essentials	550.00
Word Processing	550.00
Spreadsheets	550.00
Total:	N\$ 2 450.00

Duration: ICDL Base: 4 - 8 months

ICDL BASE MODULES: SELF STUDY OPTION	COST (N\$)
This package includes a skills logbook, training material and Examinations	
ICDL Logbook (Compulsory)	350.00
ICDL Base study material	300.00
ICDL Base Modules Exam per Module = N\$190 x 4 Modules	760.00
Total:	N\$ 1 410.00

Category 2:

Standard Profile Modules

On completion of the Base Modules, any of the Standard Profile Modules, as grouped are recommended:

OPTION 1	N\$
Online Collaboration	700.00
Presentation	600.00
IT Security	700.00
TOTAL	N\$ 2 000.00

OPTION 2	N\$
Online Collaboration	700.00
Database	600.00
Project Planning	700.00
TOTAL	N\$ 2 000.00

OPTION 3	N\$
Online Collaboration	700.00
Presentation	600.00
Project Planning	700.00
TOTAL	N\$ 2 000.00

ICDL STANDARD MODULES SELF-STUDY OPTION	N\$
Study Material per Module	300.00
Exam per Module	190.00
TOTAL	N\$ 490.00

Student must complete ICDL Base to qualify for ICDL Standard modules

Students who register for any Standard Module have received a Logbook already

Duration: ICDL Standard 1-2 months per module

Category 3:

Advanced

Modules

ICDL ADVANCED	N\$
Advanced MS Word	820.00
Advanced MS Excel	820.00
Advanced MS Access	820.00
Advanced MS PowerPoint	820.00
TOTAL	N\$ 3280.00

ICDL ADVANCED SELF STUDY OPTION	
Training Material per Module	300.00
Testing/Exam fee per Module	380.00
Plus Logbook (optional)	350.00
TOTAL	N\$ 1030.00

Examination Fees:

- ICDL Base N\$ 190.00 per Module
- ICDL Advanced Modules cost N\$ 380.00 per Module.

For options 1 to 5, Modules must be paid in full on a module-by-module basis prior to training. The Self-study is available for all course options. For more information, contact your CBLC Facilitator to discuss this option.

Please note that these fees are subject to change.

Duration: ICDL Base 4-8 months, ICDL Standard and Advanced 1-2 months per Module.

Certification

Certificates are issued by the ICDL Foundation in South Africa upon completion of the various options. A waiting period is required before certificates are issued. Certificates are issued when the following options have been completed:

ICDL Base: On completion of all ICDL Base Modules

ICDL Base + any other 3 Standard Modules:

Eligible for ICDL Standard Certificate

ICDL Advanced: Any one Advanced Module passed

Certificates will only be printed on request
(upon completion of modules in the options offered)

ICDL Profile Certificate: A candidate will be able to receive the ICDL Profile Certificate for any combination of modules from the first module passed. The certificate will list all the modules that the candidate has successfully completed to date.

Registration

You can register any time of the year. However, due to limited space, kindly enquire at your nearest Computer Based Learning Centre (CBLC).

Business Hours: Classes are offered in the morning, afternoon and during evening sessions.



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