

INTERNATIONAL COMPUTER DRIVING LICENCE (ICDL)

Background

International Computer Driving Licence (ICDL) is designed to help in your everyday computing tasks both at home and at work. It indicates to potential employers that you have a recognized, relevant and up-to-date qualification. Besides, ICDL provides you with a solid foundation of computer skills to competently and confidently use the computer.

The emphasis of the ICDL is proficiency - in order to pass you have to demonstrate the ability to perform tasks not only correctly but also quickly. Speed is essential. A recognised body of computer professionals always controls the ICDL course.

For many organizations ICDL acts as an instrument of quality control over training. Because the course has a set of very clearly defined outcomes that are completely attainable by staff, the success rate is a measure of the effectiveness of the training.

Where the pass rate drops below a predefined level, this indicates that corrective measures need to be implemented. The fact that the tests are externally controlled emphasizes the objectivity of the testing. ICDL is open to anyone regardless of age, gender, education, experience or background. Tests can be completed at any of the 15 000 test centres around the globe.

The object of the ICDL is to demonstrate proficiency in the main areas of end-user computing. It is made up of seven modules, six of which are practical while the first provides a conceptual framework for understanding the practical use of computers. Candidates have to pass tests in the following seven modules:

ICDL Training

- ICDL certifies essential IT knowledge and practical computer skills
- It offers reliable outcomes, flexibility and worldwide recognition
- As computer applications and their features are better utilized, time wastage resulting from a lack of IT knowledge is reduced
- The ICDL maps onto other professional and academic programmes such as NQF, SAQA, A+, MCSE, and MCSD

Target Group

- Students starting out on an IT career
- Employees who require IT appreciation due to work demands
- University applicants who require computer literacy to meet admission criteria.
- ICDL may also be used as foundation for those seeking Diploma courses in ABE, IMIS and ACP.

Entry Requirements

ICDL is open to anyone regardless of age, education, experience or background. Tests can be completed at any of the 20 000 test centres around the globe. Oshwal College is one of these centres.

Course Structure

The course covers the main areas of end-user computing. It is made up of seven modules, six of which are practical while the first provides a conceptual framework for understanding the practical use of computers. Candidates have to pass tests in the following seven modules:

1. Basic Concepts of Information Technology
2. Using a Computer and Managing Files
3. Word Processing
4. Spreadsheets
5. Databases
6. Presentation Tools
7. Information and Communication



Timing

The course timings are designed to suit both day and evening students. These are as follows:

Daytime Classes	8.30	am	-	10.30	am
	11.00	am	-	1.00	pm
	2.00	pm	-	4.00	pm

Evening Classes	5.45	pm	-	7.45	pm
					(Monday to Friday)

Registration Requirements:

Fully completed admission form

Intakes

ICDL classes start after every two weeks.

Examinations

Online ICDL examinations are held every Thursday from 2.00pm to 4.00pm and from 5.30pm to 7.30pm.

For further information contact:

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ICDL Contact Details

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We also offer:

Association of Chartered Certified Accountants (ACCA)

Chartered Institute of Purchasing and Supply (CIPS)

Business & Technology Education Council (BTEC)

ACCA Diploma in Financial Management (DipFM)

Chartered Information Systems Auditor (CISA)

Bachelor of Science in Computing (BSc.)

Association of Business Executives (ABE)

The Chartered Financial Analyst (CFA)

Human Resource Management (HRM)

Certified Public Accountants (CPA)

Computer Software Packages

IMIS Foundation



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