



# IT & COMPUTER SKILLS

## WSQ International Computer Driving Licence (ICDL)

A WSQ Statement of Attainment (SOA) awarded by SSG will be issued if you achieve a minimum of 75% attendance and certified "Competent" in the assessment.

- TAKEAWAYS**
- Grasp basic computer skills and learn the functions of word processing, spreadsheet and presentation tools - for work or daily life
  - Individuals can move on to the Advanced Modules once Certificate of Completion for Base & Standard Modules is awarded

### Introductory Modules

1. Use Primary Functions and Applications of a Computer (Computer Fundamentals)
2. Use Basic Functions and Applications of a Computer (Intro to ICDL Base)
3. Word Processing 2013
4. Spreadsheet 2013
5. Presentation 2013

#### Self-Sponsored

SDF: \$64.20 | MCES: \$32.10  
WTS: \$16.05 | YM: \$6.40

#### Company-Sponsored

SMEs  
SDF/MCES: \$32.10 | WTS: \$16.05

Duration per module: 16hrs

Fees per module: \$321.00

#### Self-Sponsored

SDF: \$85.60 | MCES: \$42.80  
WTS: \$21.40 | YM: \$8.55

#### Company-Sponsored

SMEs  
SDF/MCES: \$42.80 | WTS: \$21.40

Duration per module: 24hrs

Fees per module: \$428.00

### Advanced Modules

1. Word Processing 2013
2. Spreadsheet 2013
3. Presentation 2013

#### Self-Sponsored

SDF: \$85.60 | MCES: \$42.80  
WTS: \$21.40 | YM: \$17.10

#### Company-Sponsored

SMEs  
SDF/MCES: \$42.80 | WTS: \$21.40

Duration per module: 24hrs

Fees per module: \$428.00

### Additional Fees:

One Time Registration Fee for Level 1 & 3:  
\$16.05

Course Material/Test Fees per Module for:  
Introductory Modules - \$42.80  
Level 1 - \$29.45  
Level 3 - \$74.90

# SIGN UP NOW!

\*Terms and Conditions apply. All prices are inclusive of 7% GST

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Skills Development Fund (SDF) - Singapore Citizen/PR, aged 21 years  
SkillsFuture Mid Career Enchanced Subsidy (MCES) - Singapore Citizen, aged 40 years and above  
Workfare Training Support (WTS) - Employed Singapore Citizen, aged 35 years and above, earning not more than \$2000 per month  
Yayasan Mendaki (YM) Subsidy - Employed/Unemployed Malay/Muslim Singapore Citizen/PR