

## **International Computer Driving License (ICDL) Courses**

### **Course Overview**

**International Computer Driving License (ICDL)** is made up of a range of modules, categorised as: Base modules, Standard modules, and Advanced modules. Each ICDL module provides a practical programme of up-to-date skills and knowledge areas which are validated by a test. This range of modules will enable you to develop and certify your computer skills in the subject areas of your choosing and to the level that you need – either for work, or for day-to-day life.

### **Learning Outcomes**

- Learn basic computer skills and learn the functions of word processing, spreadsheet and presentation tools - for work or daily life
- Learn how to maintain I.T. security on a day-to-day basis to ensure professional, personal, and financial security
- Grasp concepts and skills relating to identifying, searching, evaluating, organising, and communicating information

### **Who is it for?**

The two-day programme provides learners with fundamentals on computer skills as well as practical knowledge on IT applications & technologies.