

ICDL Basic

Duration **5 weeks** **About this unit**

ICDL is an internationally accepted certificate for anyone who wants and needs to use a personal computer competently. ICDL raises the level of ICT skills and allows you to be more productive at home and at work. ICDL also improve job prospects by providing an internationally recognized qualification.

The course participation requires no prior knowledge of Information and Communication Technology (ICT) concepts or computer operating experience. The skills required to pass the tests and get an International Computer Driving License can be attained through training programs and materials especially designed for the ICDL program.

The modules can be taken in any order and over any period of time - even all at once- offering maximum flexibility.

After studying and practice you perform the certification test at a national test centre.

The ICDL consists of 7 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

Cost 350 EUR per unit.

DATES OF UNITS

Last date of application:

Non stop admission