



**PART-TIME**

**Fees Include:**

Textbooks & Study Material • Exam Registrations  
• Student Book Bag • Digital Student Card

# International Certification of Digital Literacy (ICDL): Computer Skills Intermediate (MS Word, Excel, PowerPoint, Computer Essentials)



**Duration: Saturday afternoons (13:00 – 16:00) for a period of 16 weeks**

## About this programme

This is a comprehensive course that will teach you all the essential skills you need to advance your career and become a truly proficient user of Microsoft Office. Furthermore, the course prepares you for the international certification examinations for ICDL.

## Programme outline

### Computer Essentials

- The physical make-up of a personal computer.
- Understanding some of the basic concepts of Information Technology (IT) such as data storage and memory, the context for computer-based software applications in society, and the uses of information networks within computing.
- How IT systems are found in everyday situations and how personal computers can affect health.
- Some of the security and legal issues associated with computers.

### Word Processing (Microsoft Word)

- Use a word processing application on a personal computer.
- Basic operations associated with creating, formatting, and finishing a word processing document ready for distribution.
- Advanced features associated with word processing applications such as creating standard tables, using pictures and images within a document, importing objects, and using mail merge tools.

### Spreadsheets (Microsoft Excel)

- Use a spreadsheet application on a personal computer.
- Basic operations associated with developing, formatting, and using a spreadsheet.
- Standard mathematical and logical operations using basic formulas and functions.
- Advanced features of a spreadsheet application such as importing objects and creating graphs and charts.

### Presentation Development (Microsoft PowerPoint)

- Use presentation tools on a personal computer and perform basic tasks such as creating, formatting, and preparing presentations for distribution and display.
- Create a variety of presentations for different target audiences or situations.
- Accomplish basic operations with graphics and charts and use various slide show effects.

## Admission requirements

This course is aimed at the intermediate level (level 2) user. You are required to have basic computer knowledge using MS Windows, Word, and Excel. Should you not meet this requirement, it is recommended that you register for the Unigrad Short Learning Programme in Computer Skills (Introduction) before attempting any ICDL studies.

## How will I be certified on completion of this programme?

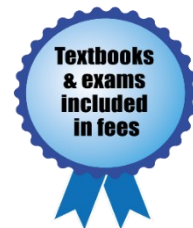
Upon successful completion of this course, you will be awarded the International Certification of Digital Literacy (ICDL) Certificate from ICDL South Africa. Each module passed will appear on the ICDL certificate. Students will be examined for MS Word, MS Excel and MS PowerPoint.

## Programme duration and structure

16 Saturday afternoon classes of face-to-face tuition presented by qualified and experienced professionals. During the course of your studies, you will be required to complete formative and summative assessments. Formative assessments may include but are not limited to projects, tests, discussions, and presentations. A summative assessment is the final assessment (exam), conducted by ICDL SA.

## Programme fee

Contact Unigrad and speak to any student career consultant for course fee information.



## Are there any additional costs?

No. Prescribed course material, ICDL student registration and ICDL international examination fees are included in the course fee.

## Who is the ICDL?

The International Certificate of Digital Literacy (ICDL) is an internationally recognised certificate that certifies practical skills in the most commonly used computer applications. It is the most widely recognised computer qualification in the world with more than three million people acquiring this qualification. The ICDL Foundation is a global social enterprise dedicated to raising digital competence standards in the workforce, education and society. The ICDL certification is now available in over 100 countries, across their network of more than 20,000 test centres, delivering over 70 million ICDL certification tests to more than 16 million people.

## Disclaimer

*The information contained in this fact sheet is accurate at the time of printing. However, factors beyond the control of Unigrad (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet, or of the programme to change. In the event of any such change, Unigrad will formally notify current students. All possible measures will be taken to minimise inconvenience to students.*

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I \_\_\_\_\_ (student/legal guardian), hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this programme.

Date: \_\_\_\_\_ Student/legal guardian signature: \_\_\_\_\_

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*Unigrad (Pty) Ltd is accredited by the Quality Council for Trades and Occupations (QCTO) NATED/14/0054. The college is a registered examination centre with the Department of Higher Education and Training (DHET No: 699990686).*

*Unigrad College is an accredited ICDL Test Centre, Test Centre ID number is: ZA 110416.*