

# **International Computer Driving** Licence (ICDL) (Part-Time: Online **Delivery**)

This is an internationally recognized certificate that demonstrates knowledge of fundamental IT concepts, such as file management, word processing, spreadsheets, databases, presentation graphics, and internet usage.

## **Career Prospects**

Any position where a basic competency in IT is required

### **Course Modules**

ICDL qualifications comprise a combination of the modules listed below:

IT user fundamentals

Internet and email

Word processing

Spreadsheet software

Presentation software

Database software

Online collaboration

Improving productivity

Project planning

IT security for users

#### Assessment

Assessments are done through a series of online tests

#### **Additional Costs**

Additional cost may apply upon application

Coleg Afan Colea Bannau Brycheinioa Academi Chwaraeon Llandarcy Coleg Castell-nedd Coleg Y Drenewydd Coleg Pontardawe Canolfan Adeiladwaith Abertawe

Afan College Brecon Beacons College Llandarcy Academy of Sport Neath College Newtown College Pontardawe College Swansea Construction Centre











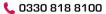




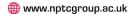




















### **STUDY MODE**

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### **LOCATION**

Neath College - 0330 818 8100

### **COURSE LENGTH**

1Y

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