BU

ICDL
International
Computer Driving Licence

CompTIA
Short
Courses

ICDL
The Digital Skills Standard

CompTIA
Authorized Partner

NAMCOL
TAKING EDUCATION TO THE PEOPLE

Introduction

International Computer Driving License (ICDL) is the world's leading end-user computer certification programme. The ICDL courses are offered at NAMCOL's Computer Based Learning Centres (CBLC) that form part of the College's Business Units. ICDL courses are available to anyone regardless of age, gender, education, experience or background. No prior knowledge of Information Communication Technology (ICT) or computer skill is required in order to enrol for ICDL courses.

NAMCOL offers the ICDL Certification programme which covers the key concepts of computing and its practical applications (MS Office). It is the world's leading end-user computer certification programme and modules are organised into three categories, namely: ICDL Base, ICDL Standard, and ICDL Advanced.

BASE	STANDARD	ADVANCED
Computer Essentials	Presentation	Advanced Word Processing
Online Essentials	Using Database	Advanced Spreadsheets
Word Processing	Online Collaboration	Advanced Databases
Spreadsheets	IT Security	Advanced Presentation
	Project Planning	

The following information briefly summarises each category and its content:

ICDL Base

Computer Essentials covers everything from hardware and software to malware. It teaches essential concepts and skills about the use of devices, file creation and management, networks and data security.

Online Essentials covers security and safety on the web, the concepts of online communities, communications and email. It covers the essentials you need for going online, including web browsing, effective search engine use, online communication and email.

Word Processing provides the candidate the ability to use a word processing application for everyday tasks associated with creating, formatting and finishing small-sized word processing documents that are ready for distribution.

Spreadsheets provides the candidate the concept of spreadsheets and demonstrate the use of a spreadsheet application. The candidate will understand and be able to accomplish tasks associated with developing, formatting, modifying and using a spreadsheet of limited scope that is ready for distribution.

ICDL Standard Profile Modules

Online Collaboration is a new Standard Module that is essential for our world of cloud storage, shared online documents and social networking. It covers the tools, theories, technologies and risks behind online collaboration.

Using Databases requires the candidate to understand some of the main concepts of databases and demonstrates the ability to use a database to create and modify tables, queries, forms and reports, and prepare outputs ready for distribution.

Presentation requires the candidate to demonstrate competence in using presentation tools to accomplish tasks such as creating, formatting, modifying and preparing presentations, using different slide layouts for display and printed distribution. It also requires the candidate to be able to duplicate and move text, pictures, images and charts within and between presentations.

IT Security allows candidates to understand the main concepts underlying the secure use of ICT in daily life and to use relevant techniques and applications to maintain a secure network connection, use the internet safely and securely, and manage data and information appropriately.

Project Planning enables candidates to use project management software to prepare project plans and monitor projects, including planning and managing time, costs, tasks and resources.

ICDL Advanced Profile Modules

Advanced Word Processing is a high-level certification programme through which enables candidates to demonstrate their ability to use the advanced features of word processing applications to enhance their work, improve productivity and save time in the creation, production, review and distribution of documents.

Advanced Spreadsheets is a high-level certification programme that provides candidates with the opportunity to enhance their spreadsheet skills to an expert level. Completion of this module will enable candidates to master the more advanced functions of spreadsheet applications, enabling them to produce more sophisticated reports and perform complex mathematical and statistical calculations.

Advanced Presentation covers advanced presentation features that will allow candidates to use the presentation application to its full potential. In addition, it will allow them to plan and design more effective presentations that will have greater impact to better engage and involve an audience.

Advanced Database enables candidates to maximise database functions in order to manage and analyse high volumes of data. This module enables the production of quantity and quality information that business demands today.

Course Modules and Fees

A once-off Administration fee of N$50.00 is payable for all face-to-face and self-study courses, and all fees per module are payable prior to the commencement of the training.

ICDL comprises of three categories depending on skill level: Base, Standard, and Advanced. These categories also represent the different stages of digital proficiency in a form of profiles.

The following course profile options are available:

ICDL BASE PROFILE

ICDL BASE (Face-To-Face)	PRICE (N$)
This package includes a skills logbook, training material, face-to-face training and testing on all four modules.	
Computer Essentials	800.00
Online Essentials	550.00
Word Processing	550.00
Spreadsheets	550.00
Total:	**N$ 2 450.00**

Duration for ICDL Base: 4 - 8 months

ICDL BASE (Self - Study)	PRICE (N$)
This package includes a skills logbook, training material and Examinations	
ICDL Logbook (Compulsory)	350.00
ICDL Base study material	300.00
ICDL Base Modules Exam per Module = N$190 x 4 Modules	760.00
Total:	N$ 1 410.00

ICDL STANDARD PROFILE

On completion of the ICDL Base modules, it is recommended that a student should enrol for any of the ICDL Standard options below.

OPTION 1	PRICE (N$)
Online Collaboration	700.00
Presentation	600.00
IT Security	700.00
TOTAL	**N$ 2 000.00**

OPTION 2	PRICE (N$)
Online Collaboration	700.00
Database	600.00
Project Planning	700.00
TOTAL	**N$ 2 000.00**

OPTION 3	PRICE (N$)
Online Collaboration	700.00
Presentation	600.00
Project Planning	700.00
TOTAL	**N$ 2 000.00**

Duration: ICDL Standard 1-2 months per module

ICDL STANDARD (Self - Study)	PRICE (N$)
Study Material per Module	300.00
Exam per Module	190.00

- Student must complete ICDL Base to qualify for ICDL Standard modules.

- Students who register for any ICDL Standard module should be in a position of a skills logbook received when registered for ICDL Base modules.

ICDL ADVANCED PROFILE

ICDL ADVANCED (Face-To-Face)	PRICE (N$)
Advanced MS Word	820.00
Advanced MS Excel	820.00
Advanced MS Access	820.00
Advanced MS PowerPoint	820.00
TOTAL	**N$ 3280.00**

Duration for ICDL Advanced: 1 – 2 months per module

ICDL ADVANCED (Self-Study)	PRICE (N$)
Training Material per Module	300.00
Testing/Exam fee per Module	380.00
Skills Logbook (optional)	350.00

Examination Fees:
- ICDL Base/Standard N$ 190.00 per Module
- ICDL Advanced: N$380.00 per module.

For options 1 to 3 for ICDL Standard, modules must be paid in full on a module-by-module basis prior to training. The Self-study mode is available to all course options. For more information, contact your CBLC Facilitator to discuss this option (see contact details at the back of the booklet).

Please note that these fees are subject to change.

Certification

Certificates are issued by the ICDL Foundation in South Africa upon completion of the various options. A waiting period is required before certificates are issued. Certificates are issued when the following options have been completed:

ICDL Base: On completion of all ICDL Base Modules

ICDL Base + any other 3 ICDL Standard modules: Eligible for ICDL Standard Certificate

ICDL Advanced: Any module passed

Certificates will only be printed on request (upon completion of modules in the options offered)

ICDL Profile Certificate: A candidate will be able to receive the ICDL Profile Certificate for any combination of modules from the first module passed. The certificate will list all the modules that the candidate has successfully completed to-date.
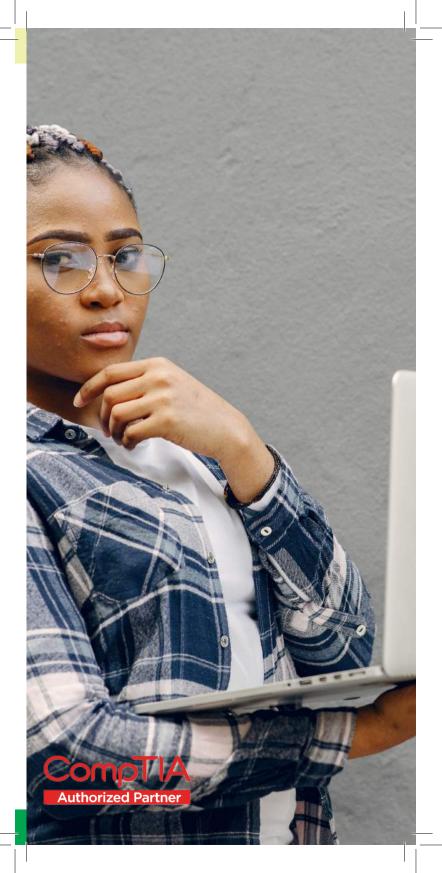
ICDL training and testing at NAMCOL

Training and testing take place at the NAMCOL Computer Based Learning Centres (CBLC) countrywide. **All NAMCOL centres are fully accredited by the ICDL Foundation in South Africa and provide a congenial study environment with the latest technology and professional trainers.** Training takes place weekly in accordance with the timetables available at all CBLC centres.

Registration

Candidates can register for ICDL courses any time throughout the year. However, due to limited spaces, kindly contact the nearest CBLC for enquiries.

Business Hours: Classes are offered in the morning, afternoon and during evening sessions.

Information Technology
Technical Support
Certification
Study Opportunities

NAMCOL is a fully certified and accredited Computing Technology Industry Association (CompTIA) partner. CompTIA boasts with a successful track record of over 30 years in the IT industry. The demand for a knowledge-based society pertaining to the Information and Communication Technologies shifts as the world is becoming a global village, and research has shown that certified employees have superior communication skills and are better able to understand new and complex technologies.

This programme aims to provide valuable tools and resources to assist training and certifying IT professionals. Successful IT careers start with quality training and certification. The programme is designed to promote international certifications and enhance IT career pathways for students.

The prerequisites of the CompTIA courses:
- High school reading level
- Computer literacy Skills will be an advantage.

Information Technology Technical Support Certification include the following:

a. CompTIA IT Fundamentals (ITF+)
b. CompTIA A+
c. CompTIA N+
(This package includes training material, training (face-to-face/online) and the international examinations)

Duration: One Year

Note:

Training and Testing (CompTIA International Exam) for the year 2022 will only take place at the NAMCOL Computer Based Learning Centre (CBLC) in Windhoek.

Registration:

You can register any time of the year. However due to limited space, kindly enquire at the Computer-Based Learning Centre (CBLC) NAMCOL Windhoek (+264)61 320 5279.

An administration fee of N$ 50.00 is payable.

COURSE NAME	COURSE FEE
Informantion Technology Technical Support Certification	
CompTIA Fundamentals (ITF+)	1 500.00
CompTIA A+	5 140.00
CompTIA N+	3 780.00

This include tuition, training materials and the international examinations.

Business Hours:

Classes are offered in the morning (08H00- 13H00), afternoon (14H00-17H00) and during evening sessions (17H30-20H30).

For further information, please contact:

(061) 320 5279

For further information, please contact:

Windhoek
Tel: 061 320 5279/ 081 845 7736
Cblcwindhoek@namcol.edu.na

Eenhana
Tel: 065 263 848/ 081 371 3312
CblcEenhana@namcol.edu.na

Omuthiya
Tel: 065 247 607/ 081 419 8880
CblcOmuthiya@namcol.edu.na

Ongwediva
Tel: 065 233 794/ 081 234 7348
CblcOngwediva@namcol.edu.na

Otjiwarongo
Tel: 067 304 379 / 081 202 6486
CblcOtjiwarongo@namcol.edu.na

Outapi
Tel: 065 251 070/ 081 238 4196
CblcOutapi@namcol.edu.na

Walvisbay
Tel: 064 205 990 / 081 352 8567
CblcWalvisbay@namcol.edu.na

Opuwo
Tel: 065 277 012/081 297 4300
CblcOpuwo@namcol.edu.na

Rundu
Tel: 066-255 545 / 081 215 6210
cblcrundu@namcol.edu.na

NAMCOL

Visit our website
www.namcol.edu.na

TAKING EDUCATION TO THE PEOPLE