

## **PUBLIC COMPUTER COURSES 2019**

Midlands Community College is registered ICDL (International Computer Drivers Licence) facilitation and examination centre. We have been offering ICDL courses to the public since 2010. We have a fully equipped computer centre, that seats thirty learners, with full online capacity. All ICDL courses are examined at the end of the training session in an online examination. Before writing the examination, the candidates write a mock online assessment test. Candidates results are available immediately. The pass mark for an ICDL examinations is 75%. If a test is failed, it can be booked for and written again. The year plan for 2019 is at the end of this document. A module is five days in duration, with classroom sessions being from 8.30 and to 3.30 pm with half an hour for tea and lunch. Accommodation and meals are available for candidates if required, as a separate cost.

### **ICDL Modules**

ICDL programmes are for anyone who wishes to become fully competent in the use of a computer and common applications. Computer skills enable people of all ages to understand and use technology to improve their personal and professional lives. ICDL modules provide a practical programme of up-to-date skills and knowledge areas which are validated by a test. Midlands Community College offers the four ICDL base modules.

### **Computer Essentials**

- Understand key concepts relating to ICT, computers, devices and software.
- Start up and shut down a computer.
- Work effectively on the computer desktop using icons, windows.
- Adjust the main operating system settings and use built-in help features.
- Create a simple document and print an output.
- Know about the main concepts of file management and be able to efficiently organise files and folders.
- Understand key storage concepts and use utility software to compress and extract large files.
- Understand network concepts and connection options and be able to connect to a network.
- Understand the importance of protecting data and devices from malware, and the importance of backing up data.
- Recognise considerations relating to green IT, accessibility, and user health.

## **Online Essentials (Internet Explorer and Gmail)**

- Understand web browsing and online security concepts.
- Use the web browser and manage browser settings, bookmarks, and web outputs.
- Search effectively for online information and critically evaluate web content.
- Understand key copyright and data protection issues.
- Understand concepts of online communities, communications and email.
- Send, receive e-mails and manage email settings.
- Organise and search emails and use calendars

## **Word Processing (MS Word)**

This module allows candidates to demonstrate the ability to use a word processing application to accomplish everyday tasks associated with creating, formatting, and finishing small-sized word processing documents, such as letters and other everyday documents.

- Work with documents and save them in different file formats.
- Choose built-in options, such as the Help function, to enhance productivity.
- Create and edit small-sized word processing documents that will be ready to share and distribute.
- Apply different formats to documents to enhance them before distribution; recognise good practice in choosing the appropriate formatting options.
- Insert tables, images, and drawn objects into documents.
- Prepare documents for mail merge operations.
- Adjust document page settings.
- Check and correct spelling before finally printing documents.

## **Spreadsheets (MS Excel)**

This module allows candidates to understand the concept of spreadsheets and to demonstrate an ability to use a spreadsheet to produce accurate work outputs.

- Work with spreadsheets and save them in different file formats.
- Choose built-in options, such as the Help function, within the application to enhance productivity.
- Enter data into cells; use good practice in creating lists.
- Select, sort and copy, move and delete data.
- Edit rows and columns in a worksheet.
- Copy, move, delete, and appropriately rename worksheets.

- Create mathematical and logical formulas using standard spreadsheet functions; use good practice in formula creation; recognise error values in formulas.
- Format numbers and text content in a spreadsheet.
- Choose, create, and format charts to communicate information meaningfully.
- Adjust spreadsheet page settings.
- Check and correct spreadsheet content before finally printing spreadsheets.

## **IT Security**

This module 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.

On completion of this module the candidate will be able to:

- Understand the key concepts relating to the importance of secure information and data, physical security, privacy and identity theft.
- Protect a computer, device, or network from malware and unauthorised access.
- Understand the types of networks, connection types, and network specific issues, including firewalls.
- Browse the World Wide Web; communicate on the Internet securely.
- Understand security issues related to communications, including e-mail and instant messaging.
- Backup and restore data appropriately and safely; securely dispose of data and devices.

## **Digital Citizen Plus**

Digital Citizen Plus is specially developed as an introduction to the ICDL Base Modules, to cater for candidates who have very little experience of computers and the Internet. Digital Citizen Plus helps to remove the fear of using a computer for beginners by using a simple, non-threatening approach to educating individuals in the basic skills of using a computer, email and the Internet.

- It is a fun, informal and uncomplicated introduction to computers and the Internet for beginners.
- It is designed to establish a basic understanding of computers and the Internet.
- It is designed to build confidence and provide a basis to encourage further exploration and development of computer and Internet skills in the ICDL Base Modules.

### Course Costs:

Module	Date	Time
IT Security	14 <sup>th</sup> – 18 <sup>th</sup> January 2019	R 850.00*
Digital Citizen Plus	4 <sup>th</sup> – 8 <sup>th</sup> February 2019	R 750.00**
Digital Citizen Plus	21 <sup>st</sup> – 25 <sup>th</sup> October 2019	R 750.00**
Word Processing	January 14 <sup>th</sup> – 18 <sup>th</sup> 2019	R 1170.00
Spreadsheets	June 24 <sup>th</sup> – 28 <sup>th</sup> 2019	R 1170.00
Computer Essentials	November 4 <sup>th</sup> – 8 <sup>th</sup> 2019	R 1170.00
Online Essentials	November 11 <sup>th</sup> – 15 <sup>th</sup> 2019	R 1170.00

**\*Inclusive of workbook, but exclusive of ICDI Candidate Registration (R380)**

**\*\* Inclusive of workbook.**

**Textbooks are available on site for the four ICDI base modules. If a candidate wishes to purchase their own text book for future reference purposes, the cost of the text book is R250 and would need to be ordered,**

**The course cost includes the cost of one exam per person per module. Any exams that the candidate may need to retake are R70.**

**Accommodation is available at R135 per person per night, including 3 meals per day.**

**Lunch only is available at R30 per day.**

**A deposit of 50% confirms attendance. The balance is payable on the day of commencement.**

#### **Banking Details:**

**First National Bank, Mooi River (220525)**

**Account Number: 62264336514**

**Please use your surname and ICDL as a reference**

Pease feel free to contact us for further information or to forward a booking form.

Computer Facilitator – Mbu Mkhabela  
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