

## **General Information: Computer Afternoon Classes**

We have been using MS-Office and Windows XP in school hours as well as in our afternoon classes for some time already. Our learners have an exceptionally high level of computer literacy, especially in the use of MS-Office, compared to some other schools and even international standards.

The versatility and applicability (practicality) of these applications are very relevant. We know that creative end-users of MS-Office are in demand in many professions.

ICDL or ECDL (International Computer Driving Licence) is a sought-after qualification based on Windows and MS-Office.

### **This course covers the following:**

*Concepts of information technology*  
*Using the computer and managing files*  
*Word Processing*  
*Spreadsheets*  
*Data bases*  
*Presentations*  
*Information and communication*

Our school purchased the study material, exercises and syllabuses to ensure that we focus on these core modules in order to prepare our learners for when they wish to take the exam later. This study material will form the basis of tuition in our afternoon classes from Gr 1-7.

We shall be focusing on the ICDL syllabus in our afternoon classes from the second term this year. I am confident that the content will be mastered by learners from Gr 1-7 on various levels and by means of creative teaching methods. We are already managing this!

### **Who recognizes ICDL?**

#### **Universities, Technicons, Colleges, Schools**

A number of universities, technicons, colleges and schools either offer the ICDL, or recognise the ICDL for exemption or credit.

The University of South Africa (UNISA) requires students to hold an ICDL before they can progress to some subjects or obtain some degrees in Science and Commerce.

#### **Large companies**

With proven productivity increases of over 10% as an incentive, a number of large companies encourage their staff to complete the ICDL, often subsidising training and testing.

#### **Government**

The state IT agency (SITA), many government departments, Provincial departments and local government recognise the benefits of the ICDL and have made it a corporate goal to have staff complete the ICDL, often subsidising training and testing.

European Computer Driving Licence (ECDL), known as ICDL outside Europe, is the global standard in end-user computer skills, offering candidates an internationally recognised certification that is supported by governments, computer societies and commercial corporations globally.

ECDL / ICDL is the world's largest end-user computer skills certification programme, with more than 7 million candidates in 148 countries.

ECDL / ICDL raises the level of ICT and computer skills and allows candidates to be more productive at home and at work. ECDL / ICDL also improves job prospects by providing an internationally recognised qualification. With a superior syllabus – uniquely validated to ensure that it is always relevant, up-to-date and meaningful – candidates can be confident that ECDL / ICDL offers a certification of unrivalled quality.