



ICDL TRAINING

ICDL

The ICDL (International Certificate in Digital Literacy) programme equips individuals with core digital skills for today's workforce. It enhances productivity and efficiency and boosts confidence and employability. The course is designed to meet the modern professionals in a range of sectors and academic progressions.

DURATION

3 Months

LEVEL

Foundation

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

Computer Pride | 1st Floor, ICEA Building, Kenyatta Avenue, Nairobi | www.computer-pride.co.ke

COURSE OVERVIEW

ICDL has developed a suite of programmes that meet the demands of today's digital world. Build the digital skill set required for the workplace with comprehensive training in Microsoft Office and essential computer skills.

Duration	3 Months
Level	Foundation
Vendor	ICDL

WHO IS THIS FOR?

- Career starters looking to build digital skills
- Professionals wanting to improve productivity
- Anyone interested in meeting the demands of today's digital world

COURSE CURRICULUM

01 Computer Essentials

- Start using computers or other devices effectively
- File management
- Desktop navigation
- System settings

02 Online Essentials

- Using online tools and services
- Finding information online
- Email communication
- Web browsing skills

03 Word Processing (Microsoft Word)

- Creating documents
- Formatting text and paragraphs
- Tables and graphics
- Mail merge
- Document finishing

04 Spreadsheets (Microsoft Excel)

- Creating spreadsheets
- Formatting cells and data
- Formulas and functions
- Charts and graphs
- Data organization

05 Presentations (Microsoft PowerPoint)

- Creating presentations
- Slide design and layouts
- Animations and transitions
- Presenting effectively

06 IT Security

- Secure use of ICT
- Data protection
- Network security basics
- Safe online practices

07 Online Collaboration

- Web-based collaboration tools
- Cloud storage
- Online meetings
- Shared documents

08 Coding Principles

- Computational thinking
- Basic programming concepts
- Creating simple programmes
- Problem solving

FREQUENTLY ASKED QUESTIONS

Q: What are the prerequisites for this course?

We recommend basic IT knowledge and familiarity with technologies. While no prior certification is strictly required, hands-on experience is beneficial for success.

Q: Is the exam voucher included in the course fee?

The exam voucher is available as an add-on. Contact us for current pricing that includes the the certification exam voucher.

Q: Do you offer corporate or group training?

Yes! We offer customized corporate training with flexible scheduling. Contact our sales team for group discounts and on-site training options.

Q: What learning materials are included?

Official courseware, hands-on lab access, practice exams, and a certificate of completion are all included in your training package.

Q: How long is the certification valid?

Certification validity varies. Most certifications require renewal every 1-3 years through continuing education or passing a renewal assessment.

ABOUT COMPUTER PRIDE



computerpride

East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

Location

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