

## ICDL Documents

### Applying for this course:

To apply for this course, you should have completed compulsory schooling up to 65 years of age and ideally hold at least an 'O' Level standard of education in order to allow you to follow terminology and course notes with greater facility. In case of any difficulties regarding the entry requirements kindly contact us on [qa.jobsplus@gov.mt](mailto:qa.jobsplus@gov.mt).

### Course Duration

This course is of 10 hours duration and consists of one Module - (including 45-minute assessment)

### General pedagogical guidelines and procedures for this course:

The delivery of this course will be mainly held through a series of practical, hands-on exercises. The trainer will be holding lessons with the learners in a computer lab set-up, which will consist of various discussions and client-specific case studies.

This course can also be delivered online. In such cases, the learner is required to have a working camera and a working microphone.

### General assessment policy and procedures for this course:

The learner will be assessed through an ongoing assessment for learning by way of oral, written or practical exercises that will take place throughout each module, to assess and consolidate the learning being covered. The learners will also be given a mock test prior to the actual assessment.

The final assessment is carried out in one of the computer labs since the assessment needs to be conducted on a PC.

### Module 1 Learning Outcomes- Documents

<ul style="list-style-type: none"> <li>✓ Work with documents and save them in different file formats, locally or in the cloud</li> <li>✓ Use available help resources, shortcuts and the go to tool to enhance productivity</li> <li>✓ Create and edit word processing documents that will be ready to share and distribute</li> <li>✓ Insert tables, pictures and drawn objects into documents</li> </ul>	<ul style="list-style-type: none"> <li>✓ Apply different formats and styles to enhance documents and recognise good practice in choosing the appropriate formatting options</li> <li>✓ Prepare documents for mail merge operations</li> <li>✓ Adjust document page settings and check and correct spelling before printing</li> </ul>
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### Module Assessment:

A summative assessment will be held at the end of the unit. This will take the form of an online assessment based on multiple choice questions and simulations. This assessment will be on a Pass/Fail basis.

The duration of this assessment is of 45 minutes, and the pass mark is that of 75%.