ICDL Computer & Online Essentials

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.

Course Duration

This course is of 9 hours duration and consists of one Module - (including 45 minutes 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- **Application Essentials**

✓ Understand key concepts and carry out key activities related to hardware and software	✓ Manage browser settings
✓ Manage files and folders	✓ Understand considerations related to the effective use of common communication tools
✓ Store data	✓ Send, receive and manage emails
✓ Manage applications	✓ Use calendars
✓ Understand network concepts	
✓ Connect to a network	✓ Understand potential threats and ways to protect computers, devices and data
✓ Find and manage online information effectively	✓ Recognise considerations related to safety, well-being, accessibility, and the environment

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%.