



# ICDL TRAINING ON OFFER

## UNAM-ICDL & Digital Literacy Unit

Department of Computing, Mathematical and Statistical Sciences

### INTENSIVE ICDL - WORKFORCE CERTIFICATION TRAINING

To promote *Digital skilling* and *Competencies* among the University staff and students, the UNAM-ICDL & Digital Literacy Unit in the Department of Computing, Mathematical and Statistical Science will be conducting an INTENSIVE ICDL-BASE training.

Participants are required to attend all training sessions and write exams in FOUR (4) ICDL Base modules as per the schedules below. The modules to be covered are: **Computer and Online Essentials, MS Word Processing, PowerPoint and Excel (Spreadsheet).**

**Who may attend:** Any UNAM staff, registered students regardless of their mode of study/programme or external applicants.

#### TRAINING DATES:

Windhoek Campuses:	13 May – 24 May 2024 (17h30 – 21h00)
Northern Campuses:	24 June – 5 July 2024
Rundu Campus:	05 - 16 August 2024
Katima Mulilo Campus:	16 – 27 September 2024
Southern Campus:	14 – 25 October 2024

#### ICDL WORKFORCE MODULES:

- Computer and Online Essentials
- Spreadsheets
- Word Processing
- Presentation

**Fee:** N\$3200 UNAM Students and Staff | N\$4500 Non-UNAM Participants

For all five modules including one diagnostic assessment and 1 Exam per module.

**Payment:** At any UNAM Cashier (**Budget vote:** FA21 - 2554)

**Proof of Payment:** Send the receipt to: [mmutonga@unam.na](mailto:mmutonga@unam.na) / [msimbenda@unam.na](mailto:msimbenda@unam.na)

**Time:** 08h00-17h00 | **Venue:** Computer Labs at respective campuses

**Certification:** Upon successful completion of all 4 modules, participants will receive an ICDL WORKFORCE Certificate from ICDL Africa.

**Training Materials:** All registered participants will receive ICDL Manuals.

**NB:** *Come one Come All and Lets Promote Digital Skilling among ourselves.*

**For registration, follow the link:** <https://forms.gle/Kkfyot8pWH1ICVFQ8>

**For enquiries, please contact:**

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