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INTERNATIONAL COMPUTER DRIVING LICENCE
Registered Training Provider
<http://www.icdl.org.za>

21 st April 17:00-19:00	Lesson 1 Module 2	<div style="border: 1px solid black; padding: 5px;"> <p><u>Basic Information & Operations</u>: First steps, Operating system, Configuration, Format, Install, Uninstall <u>Desktop</u>: Icons, working with Windows <i>Revision homework for Lesson 1</i></p> <hr/> <p><u>Managing Files</u>: Concepts; Directories/Folders, Working with Files, Duplicate, Move, Delete, Searching, Compressing Files</p> <hr/> <p><u>Viruses</u>: Concepts <u>Print Management</u>: Set-up, Outputs <i>Revision homework for Lesson 2</i></p> </div>
28 th April 17:00 -18:30 18:30 – 20:00	Lesson 2 Module 2	
5 th May 17:00 -18:30 18:30 – 20:00	Lesson 3 Module-2	
12 th May 17:00 -18:30 18:30 – 20:00	Lesson 4 Module-2	
19 th May 17:00-18:30	Revision	<p style="text-align: center;"><u>Sample test - and Revision</u> <i>Please pay for your exam and logbook today if you do not have one</i></p>
26 th May 17:00-18:00 18:00-19:00	Final exam	<u>Final exam R100.00</u>

- 8 hours (lessons)
- 1 hour exam

If there are more than 20 students we split the group in two. The second group will then have class from 18:30 – 20:00.

PROGRAM FOR ICDL
(Always starting on the second Tuesday of the term)

	Beaconhurst STUDENTS	ADULTS and Other	TERM 1	TERM 2	TERM 3	TERM 4
2009	200	310	THEORY	FILE MANAGEMENT	POWER POINT	INTERNET
2010	210	320	ACCESS	EXCEL	WORD	THEORY
2011	220	330	FILE MANAGEMENT	POWR POINT	INTERNET	ACCESS