



The Cambridge Information and Communications Technology (ICT)

Foundation Level

What is the Cambridge Certificate in Information and Communications Technology (ICT) at Foundation Level?

The Cambridge ICT course at Foundation Level is defined for those who wish to do Computing as an enrichment of their already existing careers or as Professional Computing. This is the entry level and is aimed at providing basic literacy to IT before progressing to more complex areas.

This course introduces terminologies in Computing, providing in-depth knowledge in the use of standard software packages. It is important to note that this course does not teach a particular package but focuses on application/usage so that you may use similar others without having to go through another formal learning process.

Those completing ALL CORE Modules are considered “**Computer Literate**”. However, to achieve certification hence recognition, one has to complete ALL Core Modules and at Least ONE Optional Modules.

Module	Type	Duration	Tuition Fees per Module
Managing Files	Core	1-2 weeks	2,000
Document production	Core	1-2 weeks	2,500
Spreadsheets	Core	1-2 weeks	2,500
Electronic Communication	Core	1-2 weeks	2,500
Presentations	Core	1-2 weeks	2,500
Databases	Core	1-3 weeks	3,000
Desktop Publishing (<i>Page Maker, Corel</i>)	Optional	1-3 weeks	3,000
Computer Generated Imagery – 2D design (<i>Fireworks, Flash, Photoshop</i>)	Optional	1-4 weeks	5,000
Web Design (<i>HTML, Dreamweaver, CSS</i>)	Optional	1-4 weeks	5,000
Data Analysis (<i>SPSS, Epidata</i>)	Optional	1-4 weeks	5,000
Computerized Accounting (<i>QuickBooks, Sage</i>)	Optional	1-4 weeks	5,000
Project Management Software (<i>Ms Project, Auto Task</i>)	Optional	1-4 weeks	5,000

Admission Fee = Ksh. 1,000 (only for those joining for the first time. Continuing students do not have to pay).

At Once Tuition Fees (Discounted) = Ksh. 12,000

Resource Kit Fees = Ksh. 1,000

Computer Lab Access Fees = Ksh. 2,000

Exam Fees (Local) = Ksh. 5,000

Exam Fees (Cambridge-CAM) = GB Pounds 60 (*GB Pounds 10 for every extra module above the minimum required*).

Examinations and Certifications

Examinations for this course are from Cambridge and are practical. Marking is usually done either locally or overseas and candidates can receive certificates from either DALC or Cambridge (CAM).

Examinations are usually held during the first week of the month.

Those completing this level will be awarded The Cambridge Certificate in ICT or The DALC Certificate in ICT at Foundation Level.

