



Africa

Countries Featured:



Rwanda
Kenya
Nigeria
Tanzania
Ivory Coast
Sudan
Uganda
Zimbabwe

Student Profile

Student Focus: ICDL Workforce Module
NCC Education Level 3 Diploma in Business

**DIGITAL SKILLS FOR EMPLOYABILITY
AND PRODUCTIVITY**

Female or male Student

AGE
25
YEARS+

- Mature student without any Higher education qualifications
- Working professional
- Has working experience
- Focused on upskilling themselves

AGE
18-25
YEARS

- Completed High School
- Little or no working experience
- Focused on building a career

L3DB

**NCC Education Level 3
Diploma in Business Modules
5 Core Units:**

1. Study and Communication Skills
2. Culture studies
3. Foundation Mathematics
4. Introduction to Business
5. Introduction to Accounting and Economics

- Pursuing a career in Business field
- Wanting business acumen

ICDL Africa Workforce modules

Essential Skills:

- Computer Essentials
- Online Essentials

Office Applications

- Documents
- Spreadsheets
- Presentation

Good Practice

- Cyber Security
- Online Collaboration
- Data Protection
- Information Literacy