

CCNC Modules



- 1 Module 1: Concepts of Information Technology
- 2 Module 2: Using the Computer and Managing Files
- 3 Module 3: Word Processing
- 4 Module 4: Spread Sheets
- 5 Module 5: Databases
- 6 Module 6: Presentations
- 7 Module 7: Information Technologies
- 8 Module 8: Communication Technologies

For more information:

Commonwealth of Learning
1055 West Hastings Street, Suite 1200
Vancouver, BC V6E 2E9 CANADA

Tel: +1 604 775 8200

Fax: +1 604 775 8210

Email: info@col.org

Web: www.col.org/eLearning
www.col.org/CCNC

Dr. Mark Bullen
Education Specialist – eLearning



COMMONWEALTH of LEARNING

Commonwealth Computer Navigator's Certificate (CCNC)

Easy access to information and communication technology (ICT) skills training that can be freely used, modified, copied and distributed by anyone, anytime and anywhere

What is the CCNC?

The CCNC provides people in the Commonwealth's developing countries with easier access to ICT skills training. It is a comprehensive set of interactive, multi-media training materials that allows individuals to develop skills in the use of office productivity programmes, communication tools and the Internet.

The CCNC differs from most training tools in that it is a free, online programme that uses free and open software. No proprietary software is needed to complete the CNCC.

In addition, as an open educational resource (OER), the CCNC can be freely used, modified, copied and distributed by anyone, anytime and anywhere.



How will the CNCC help me?

The CNCC will provide you with the ICT skills that you need to make productive use of your computer. The eight modules cover basic skills in the use of office productivity software (word processing, spreadsheets, presentations, database management) as well as the use of Internet browsers and other communication tools.

To what standards were the CCNC developed?

The CCNC is partly based on the Open International Computer Driver's Licence (ICDL) International Standard using Open Office on either a Linux or Windows Platform. It also aligns to a part of the UNESCO ICT Competency Framework for Teachers (Technology Literacy) when offered as part of a teacher training programme.

Who can offer and accredit this certificate?

The CCNC is open to governments, local tertiary education institutions, non-governmental organisations (NGOs) and private-sector training institutions interested in adopting the certificate in their own offerings. Alternatively, they can use the materials in any order to obtain the full Core OpenICDL Qualification. The Commonwealth of Learning does not offer accreditation for the CCNC.

At what level can this certificate be offered?

Vocational skills qualification: Level 2/3

Teachers' qualification: Base skills level for practicing teachers to introduce ICT or can be included as a skills set for pre-service training of teachers (part of an under-graduate qualification).

All materials are available at:

www.col.org/CCNC



ICT has become one of the basic building blocks of modern society