

Level 1 ICT Program: National Certificate in Information & Communication Technology



Duration : 1 year

Registration Fee : MWK5,000.00

Tuition Fee : MWK150,000.00 per Semester

1.0 Program Overview

This document outlines the structure and curriculum for the Level 1 Program in Information and Communication Technology (ICT). The Program is designed to provide foundational knowledge and practical skills in core ICT areas, complemented by essential cross-disciplinary subjects to produce well-rounded, industry-ready individuals. Upon successful completion, students will be awarded a TEVETA National Certificate in Information & Communication Technology (Level 1).

2.0 Program Rationale

The digital economy demands a workforce with solid foundational skills in ICT. This Program is crafted to equip students with a comprehensive understanding of computer systems, essential software proficiency, digital literacy, and basic hardware maintenance, alongside critical skills in Communication, Numeracy, and Occupational Safety and Health (OSH).

3.0 Program Structure

The Level 1 certificate is a one-year Program divided into three semesters.

Total Duration: 12 Months

Semesters: 3

Total Learning Weeks: 40 weeks

Total Holiday Weeks: 12 weeks

4.0 Course Modules for Level 1

The curriculum integrates your specified topics into a structured, pedagogically sound framework with standardized module names.

Module Code	Module Name	Description	Duration (Weeks)
CORE ICT MODULES			
ICT101	Introduction to ICT & Computer Systems	Computer Evolution & History; Fundamental ICT Concepts; Types of Computers (Super, Mainframe, Micro, etc.)	6

		& their functionality; Computer Components (Hardware & Software).	
ICT102	Computer Hardware & Peripherals	Internal Components (Motherboard, CPU, RAM, HDD/SSD); Computer Accessories & Peripherals (Printers, Scanners, Projectors) and their use; Introduction to Troubleshooting & Repair.	6
ICT103	Software Applications & Digital Design	Office Package Proficiency (Word Processing, Spreadsheets, Presentations); Introduction to Graphic Design using Photoshop; File Management & Digital Citizenship.	8
ICT104	Networking & Digital Communication	Internet History & Fundamentals; Effective Use of the Internet (Research, Email, E-commerce, E-meetings, Remote Desktop, E-forms, Cloud Tools); Introduction to Computer Networks; Online Safety and Security.	5
ICT105	Computer Maintenance & ICT Safety	Preventive Maintenance Procedures (Software & Hardware); Advanced Troubleshooting Techniques; ICT Protective Ware (ESD Mats, Anti-static Straps, Work Suits, Safety Boots).	5
SUPPORTIVE MODULES			
COM101	Communication & Study Skills	Effective verbal and written communication; professional report writing; presentation skills; and foundational academic study techniques.	10 (Running parallel)
NUM101	Numeracy & Data Handling	Basic arithmetic; financial mathematics; statistical interpretation; and applying numerical reasoning to ICT contexts (e.g., data sizes, binary basics).	10 (Running parallel)
OSH101	Occupational Safety & Health	Principles of OSH; risk assessment; safe use of tools and equipment; ergonomics in the workplace; and first aid fundamentals.	10 (Running parallel)

5.0 Semester Breakdown

Semester 1: Foundations (14 Weeks)

Duration: 01 June - 17 September 2026 (14 Weeks)

Focus: Building core knowledge and introductory skills.

Modules:

- ICT101: Introduction to ICT & Computer Systems (6 Weeks)
- ICT102: Computer Hardware & Peripherals (6 Weeks)
- COM101: Communication & Study Skills (Part 1)
- NUM101: Numeracy & Data Handling (Part 1)

Internal Continuous Assessment: Ongoing.

Holiday Break 1

- Duration: 18 September - 05 October 2026 (3 Weeks)

Semester 2: Application & Design (14 Weeks)

Duration: 05 October - 20 December 2026 (14 Weeks)

Focus: Applying knowledge through software and design.

Modules:

- ICT103: Software Applications & Digital Design (8 Weeks)
- ICT104: Networking & Digital Communication (5 Weeks)
- OSH101: Occupational Safety & Health (Part 1)
- Continuation of COM101 & NUM101.

Internal Continuous Assessment & Mid-Program Practical Tests.

Holiday Break 2

- Duration: 21 December – 04 January 2027 (3 Weeks)

Semester 3: Maintenance, Safety & Synthesis (12 Weeks)

Duration: 04 January - 19 March 2027 (12 Weeks)

Focus: Advanced troubleshooting, safety, and preparation for final assessment.

Modules:

- ICT105: Computer Maintenance & ICT Safety (5 Weeks)
- Revision & Project Work: Integrated project applying skills from all semesters (e.g., building a PC, creating a business portfolio with designs and spreadsheets). (4 Weeks)
- Final Exam Preparation: (3 Weeks)
- Completion of all supportive modules.

TEVETA Final Theory and Practical Examinations: Scheduled for the last 2 weeks.

STUDENT REGISTRATION FORM

Application for Admission: National Certificate in ICT (Level 1) from
Digitallake Hub of Learning



Intake: January 2026

Section A: Personal Details

First Name _____ Middle Name _____

Surname: _____

Date of Birth: ____/____/____

Gender: Male Female

Nationality: _____

Section B: Contact Information

Physical Address: _____

Postal Address: _____

Mobile Phone: _____

Email Address: _____

Section C: Educational Background

(Please attach MSCE certified copies of certificates)

School Attended _____

Obtained from the year _____

Section D: Program Details

Program Name: National Certificate in ICT (Level 1)

Start Date: 1st June 2026

Submission Dateline: 23rd June 2026

Have you previously been enrolled in a TEVETA Program? Yes No

Section E: Mode of learning

- Week days
- Weekend classes
- Evening classes

Section F: Declaration and Commitment

I hereby certify that the information provided on this form is true and complete to the best of my knowledge. I understand that providing false information may lead to the cancellation of my application or admission. I have read and agree to abide by the rules and regulations of the institution and the TEVETA examination body.

Applicant's Signature: _____

Date: ____/____/_____

Parent/Guardian Signature (if under 18) _____

Date: ____/____/_____

For Office Use Only

Application No.: _____

Date Received: _____

Received by: _____

Admission Status: Approved Pending Rejected

Comments:
