

International Certification

Subject: International Computer Driving License (ICDL)

ICDL (International Computer Driving License) is the world's leading computer skills certification. It is present in more than 150 countries. ICDL's certificate increases participants' productivity at work since it better prepares them to skillfully use Microsoft Office's Word, Excel, PowerPoint, and Outlook. ICDL also develops the required skills to effectively work on the Internet and deal with computers. ICDL sharpens entry level computer skills that allow participants to succeed in their daily work.

Participants will be familiar with the software and hardware parts of a computer, the operating system, the concepts of networking and the Internet. They will also know how to create and manipulate documents, how to work with spreadsheets, prepare presentations, design and manipulate databases, and deal with Files and Internet Security and vulnerabilities.

ICDL Learning Material:

- Module 1: Computer Essentials Module
- Module 2: Word Processing Module – MS Word 2013
- Module 3: Presentation Module – MS PowerPoint 2013
- Module 4: Spreadsheets Module – MS Excel 2013
- Module 5: Online Essentials
- Module 6: IT Security
- Module 7: Using Databases

Time-Frame: 5 Day/ Module, 2 hrs. /Day, Starting **February 1st, 2017**

- Modules 1, 2, 3, 4, 5: 45 hours (**ICDL Base Certificate**)
- Module 6 & 7: 25 hours (**Module Certificate**)
- The 7 modules: 70 hours (**ICDL Standard Certificate**)

Fees:
ICDL Standard Certificate = \$ 1,250 (Including Registration, Books & Exams)
ICDL Base Certificate = \$ 850 (Including Registration, Books & Exams)
Module Certificate = \$450 (Including Registration, Books & Exams)

Audience: Individuals & Corporates

Required Tools from Audience: Laptops

Participants: 20 to 30

Outcomes:

1. Describe different computer types and identify different hardware components of a computer system as well as the different types of software.
2. Discuss the operation of input, output, processing, memory, storage, and communication devices.
3. Prepare well-formatted and elaborated documents using MS-WORD
4. Recognize the basic functions of operating systems.
5. Create well-defined presentations using MS-POWERPOINT
6. Construct spreadsheets with MS-EXCEL
7. Identify the different types of networks, network architecture, and communication devices.
8. Recognize the Internet online essentials.