



AZM UNIVERSITY

COMPUTER SKILLS / ICDL

INTERNATIONAL COMPUTER DRIVING LICENSE ICDL 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 LEARNING MATERIAL:

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

FEES:

ICDL Base Certificate **\$ 275** (Including Registration, Books & Exams)

ICDL Standard Certificate **\$ 360**
(Including Registration, Books & Exams)

1 Module Certificate/Candidate **\$ 120**

ICDL CERTIFICATE **\$ 55**

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 – defines 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.

REGISTRATION INCLUDES INTERNATIONAL USERNAME & PASSWORD

ICDL Base Certificate
Module 1,2,3,4,5: 30 hours

ICDL Standard Certificate
7 Modules: 42 hours

1 Modules Certificate 6 hours

TIME FRAME:

3 Days / Module;
Each Friday from 4:00 to 6:00 P.M.

PLACE: AZM University, Computer Lab.
2nd Floor

AUDIENCE: Individuals & Corporates

PARTICIPANTS: 10 to 20

STARTING OCTOBER 1, 2018

For registration:

Call Mr. Rami Sibai 03 156 585

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