



# AZM UNIVERSITY

## INTERNATIONAL COMPUTER 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 100 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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