

<b>Programme Title</b>	Certificate: Basic Computer Skills - ICDL
<b>Duration</b>	4 months
<b>Admission Requirements</b>	English Proficiency
<b>Programme type</b>	Available in Full time and Part time

## Description

Business today depends on several aspects of information technology. It's almost impossible to get ahead without computer skills. If you have a wide range of these skills you'll be highly employable, in a multitude of positions, in any business.

## Syllabus

<p><b>Subject: Keyboard Skills</b></p> <ul style="list-style-type: none"> <li>• Develop keyboard techniques to key in alpha and numeric text, symbols and special characters.</li> <li>• Identify and remedy technique errors</li> <li>• Apply keyboard techniques and ergonomic practices to avoid overuse injuries</li> <li>• Produce sentences and paragraph containing alpha and numeric text, symbols and special characters</li> </ul>	<p><b>Subject: Computer Essentials</b></p> <ul style="list-style-type: none"> <li>• Understand key concepts relating to ICT, computers, devices and software</li> <li>• Start up and shut down a computer</li> <li>• Work effectively on the computer desktop using icons and windows</li> <li>• Adjust the main operating system settings and use built-in help features</li> <li>• Create a simple document and print an output</li> <li>• Know about the main concepts of file management and be able to efficiently organize files and folders</li> <li>• Understand key storage concepts and use utility software to compress and extract large files</li> <li>• Understand network concepts and connection options and be able to connect to a network</li> <li>• Understand the importance of protecting data and devices from malware of backing up data</li> <li>• Recognize considerations relating to green IT, accessibility and user health.</li> </ul>
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**Subject: Word Processing**

- Work in documents and save them in different file formats
- Choose built-in options such as the Help function to enhance productivity
- Create and edit small sized word processing documents that will be ready to share and distribute
- Apply different formats to documents to enhance them before distribution and recognize good practice in choosing the appropriate formatting options
- Inset tables, images and drawn objects into documents
- Adjust document page settings and check and correct spelling before finally printing documents

**Subject: Spreadsheets**

- Work in spreadsheets and save them in different file formats
- Choose built-in options such as Help function within the application to enhance productivity
- Enter data into cells and use good practice in creating lists. Select, sort, copy, move and delete data
- Edit rows and columns in a worksheet. Copy, move, delete and appropriately rename worksheets
- Work in spreadsheets and save them in different file formats
- Choose built-in options such as Help function within the application to enhance productivity
- Enter data into cells and use good practice in creating lists. Select, sort, copy, move and delete data
- Edit rows and columns in a worksheet. Copy, move, delete and appropriately rename worksheets
- Create mathematical and logical formulas using standard spreadsheet functions. Use good practice in formula creation and recognize error values in formulas
- Format numbers and text content into a spreadsheet
- Choose, create and format charts to communicate information meaningfully
- Adjust spreadsheet page settings and check and correct spreadsheet content before finally printing spreadsheets

**Subject: Online Essentials**

- Understand web browsing and online security concepts
- Use the web browser and manage browser settings, bookmarks, web outputs
- Search effectively for online information and critically evaluate web content
- Understand key copyright and data protection issues
- Understand concepts for online communities, communications and e-mail
- Send, receive e-mails and manage e-mail settings
- Organize and search e-mails and use calendars

**Note:**

- Receiving skills profile (electronic logbook) included in course price
- 1st attempt ICDL Online examination fees included in course price
- Examinations are completed on online software specific allocated to each module
- Certifications can be requested from ICDL at any time, limited to 2 certificates at no cost
- ATG is a training and examination centre.

**Certification upon successful completion**

- Provider Basic Computer Skills Certificate
- ICDL Skills Certificate upon successful completion of ICDL examinations

