Factsheet | ATG Academy Training Group
Invest in Knowledge – Invest in Your Future

Programme Title	Certificate: Basic Computer Skills - ICDL
Duration	4 months
Admission Requirements	English Proficiency
Programme type	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	
Subject: Keyboard Skills • Develop keyboard techniques to key in alpha and numeric text, symbols and special characters. • Identify and remedy technique errors • Apply keyboard techniques and ergonomic practices to avoid overuse injuries • Produce sentences and paragraph containing alpha and numeric text, symbols and special characters	**Subject:** Computer Essentials • Understand key concepts relating to ICT, computers, devices and software • Start up and shut down a computer • Work effectively on the computer desktop using icons and windows • Adjust the main operating system settings and use built-in help features • Create a simple document and print an output • Know about the main concepts of file management and be able to efficiently organize files and folders • Understand key storage concepts and use utility software to compress and extract large files • Understand network concepts and connection options and be able to connect to a network • Understand the importance of protecting data and devices from malware of backing up data • Recognize considerations relating to green IT, accessibility and user health.

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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

ICDL
International Computer
Driving Licence

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