

<b>Programme Title</b>	Certificate: Intermediate Computer Skills - ICDL
<b>Duration</b>	6 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: 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>	<p><b>Subject: Word Processing</b></p> <ul style="list-style-type: none"> <li>• Work in documents and save them in different file formats</li> <li>• Choose built-in options such as the Help function to enhance productivity</li> <li>• Create and edit small sized word processing documents that will be ready to share and distribute</li> <li>• Apply different formats to documents to enhance them before distribution and recognize good practice in choosing the appropriate formatting options</li> <li>• Inset tables, images and drawn objects into documents</li> <li>• Adjust document page settings and check and correct spelling before finally printing documents</li> </ul>
<p><b>Subject: Spreadsheets</b></p> <ul style="list-style-type: none"> <li>• Work in spreadsheets and save them in different file formats</li> <li>• Choose built-in options such as Help function within the application to enhance productivity</li> <li>• Enter data into cells and use good practice in creating lists. Select, sort, copy, move and delete data</li> <li>• Edit rows and columns in a worksheet. Copy, move, delete and appropriately rename worksheets</li> <li>• Create mathematical and logical formulas using standard spreadsheet functions. Use</li> </ul>	<p><b>Subject: Online Essentials</b></p> <ul style="list-style-type: none"> <li>• Understand web browsing and online security concepts</li> <li>• Use the web browser and manage browser settings, bookmarks, web outputs</li> <li>• Search effectively for online information and critically evaluate web content</li> <li>• Understand key copyright and data protection issues</li> <li>• Understand concepts for online communities, communications and e-mail</li> <li>• Send, receive e-mails and manage e-mail settings</li> </ul>

<p>good practice in formula creation and recognize error values in formulas</p> <ul style="list-style-type: none"> <li>• Format numbers and text content into a spreadsheet</li> <li>• Choose, create and format charts to communicate information meaningfully</li> <li>• Adjust spreadsheet page settings and check and correct spreadsheet content before finally printing spreadsheets</li> </ul>	<ul style="list-style-type: none"> <li>• Organize and search e-mails and use calendars</li> </ul>
<p><b>Subject: Databases</b></p> <ul style="list-style-type: none"> <li>• Understand what a database is and how it is organized and operated</li> <li>• Create a simple database and view the database content in various modes</li> <li>• Create a table, define and modify fields and their properties; enter and edit data in a table</li> <li>• Sort and filter a table or form; create, modify and run queries to retrieve specific information from a database</li> <li>• Understand what a form is and create a form to enter, modify and delete records and data in records</li> <li>• Create routine reports and prepare outputs ready for distribution</li> </ul>	<p><b>Subject: Presentations</b></p> <ul style="list-style-type: none"> <li>• Work with presentations and save them in different file format</li> <li>• Choose built-in options such as Help function within the application to enhance productivity</li> <li>• Understand different presentation views and when to use them, choose different slide layouts and designs</li> <li>• Enter, edit and format text in presentations. Recognize good practice in applying unique titles to slides</li> <li>• Choose, create and format charts to communicate information meaningfully</li> <li>• Inset and edit pictures, images and drawn objects</li> <li>• Apply animation and transition effects to presentations and check and correct presentation content before finally printing and giving presentations</li> </ul>
<p><b>Subject: Project Planning</b></p> <ul style="list-style-type: none"> <li>• Understand the key concepts relating to managing projects</li> <li>• Use a project management application to create a new project and maintain an existing project</li> <li>• Create and schedule tasks and add project constrains and deadlines</li> <li>• Assign costs and create and assign resources to tasks</li> <li>• View the critical path, monitor progress and reschedule work</li> <li>• Prepare and print outputs, including charts and reports.</li> </ul>	

**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

**Certification upon successful completion**

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

