An-Najah National University
Korean-Palestinian IT Institute of
Excellence

جامعة النجاح الوطنية
المعهد الكوري الفلسطيني المتميز
لتكنولوجيا المعلومات

INTERNATIONAL COMPUTER DRIVING LICENSE (ICDL)

WINDOWS 7 & OFFICE 2007

DESCRIPTION

The ICDL is the world's leading end-user computing skills program and is an internationally recognized qualification. The ICDL syllabus is designed to cover the key concepts of computing, its practical applications and their use in the workplace and society in general.

ENTRANCE REQUIREMENTS

This course enables people to demonstrate their competence in computer skills. No prior knowledge of IT or computer skills is required to study ICDL.

WHO SHOULD ATTEND

The ICDL is designed specifically for those who wish to gain the benchmark qualification in computing, to enable them to develop their IT skills and enhance their career prospects.

COURSE OUTLINE

WINDOWS 7 & OFFICE 2007

The ICDL Training comprise of the following:

1. The basic concepts of IT
2. Using the computer and managing files.
3. Word Processing (MS Word).
4. Spreadsheets (MS Excel).
5. Databases (MS Access).
6. Presentations (MS PowerPoint).
7. Information and Communication