

Name of the Program

First Certificate in Computer

Certified by Cambridge Training College

Program Summary:

The First Computer Certificate course is designed as a flexible and practical way of developing a strong foundation in basic computer skills & emphasizes the development of problem solving skills by using a range of widely used office software applications. This course comprises of 6 Programs; Introduction to PC+ Windows, Word, Excel, Access, Power Point, Internet + Outlook

Upon Completion of this program trainees will be able to:

1. Use the main features of the operating system.
2. Work with documents and save them in different file formats.
3. Understand what a database is and how it is organized and operated.

Targeted Trainees:

This programme is for anyone who needs to develop their skills and/or demonstrate that they are fully competent in the use of a computer and common computer applications. Information and Communication Technologies (ICT) are becoming increasingly widespread in society. People must now use ICT (primarily via desktop computers/laptops) on a daily basis in order to engage in society and the environment around them. A competent level of computer skills (or digital literacy) is now a life requirement for personal, educational and professional engagement with society.

Duration in hours:

60 hours

Exams:

Prepared and controlled by the institute.

Certificate:

Achievement Certificate from Cambridge Training College. (awarded to learners who get minimum 50 marks out of 100)

Introduction to PC + Windows:

- 1- Use the main features of the operating system including adjusting the main computer settings and using built-in help features.
- 2- Operate effectively around the computer desktop and work effectively in a graphical user environment.
- 3- Know about the main concepts of file management and be able to efficiently organize files and folders so that they are easy to identify and find.
- 4- Use utility software to compress and extract large files and use anti-virus software to protect against computer viruses.
- 5- Demonstrate the ability to use simple text editing and print tools available within the operating system.

Ms. Word:

- 1- Work with documents and save them in different file formats.
- 2- Choose built-in options such as the Help function to enhance productivity.
- 3- Create and edit small-sized word processing documents that will be ready to share and distribute.
- 4- Apply different formats to documents to enhance them before distribution and recognize good practice in choosing the appropriate formatting options.
- 5- Insert tables, images and drawn objects into documents.
- 6- Prepare documents for mail merge operations.
- 7- Adjust document page settings and check and correct spelling before finally printing documents.

Ms. Excel:

- 1- Work with spreadsheets and save them in different file formats.
- 2- Choose built-in options such as the Help function within the application to enhance productivity.
- 3- Enter data into cells and use good practice in creating lists. Select, sort and copy, move and delete data.
- 4- Edit rows and columns in a worksheet. Copy, move, delete and appropriately rename worksheets.

- 5- Create mathematical and logical formulas using standard spreadsheet functions. Use good practice in formula creation and will be able to recognize error values in formulas.
- 6- Format numbers and text content in a spreadsheet.
- 7- Choose, create and format charts to communicate information meaningfully.
- 8- Adjust spreadsheet page settings and check and correct spreadsheet content before finally printing spreadsheets.

Ms. Access:

- 1- Understand what a database is and how it is organized and operated.
- 2- Create a simple database and view the database content in various modes.
- 3- Create a table, define and modify fields and their properties; enter and edit data in a table.
- 4- Sort and filter a table or form; create, modify and run queries to retrieve specific information from a database.
- 5- Understand what a form is and create a form to enter, modify and delete records and data in records.
- 6- Create routine reports and prepare outputs ready for distribution.

Ms. Power Point:

- 1- Work with presentations and save them in different file formats.
- 2- Choose built-in options such as the Help function within the application to enhance productivity.
- 3- Understand different presentation views and when to use them, choose different slide layouts and designs and edit slides.
- 4- Enter, edit and format text in presentations. Recognize good practice in applying unique titles to slides.
- 5- Choose, create and format charts to communicate information meaningfully.
- 6- Insert and edit pictures, images and drawn objects.
- 7- Apply animation and transition effects to presentations and check and correct presentation content before finally printing and giving presentations.

Internet + Outlook

- 1- Understand what the Internet is and common terms associated with it. Be aware of some security considerations when using the Internet.
- 2- Accomplish everyday web browsing tasks including changing browser settings.
- 3- Complete and submit web-based forms and search for information.
- 4- Save web pages and download files from the web. Copy web content into a document.
- 5- Understand what e-mail is and know some advantages and disadvantages of its use. Be aware of other communication options.
- 6- Be aware of network etiquette and security considerations when using e mail.
- 7- Create, spell check and send e-mail. Reply to and forward e-mail, handle file attachments and print an e-mail.
- 8- Be aware of ways to enhance productivity when working with e-mail software. Organize and manage e-mail.