Course Information:
International Computer Drivers License
Continuing Education Course Offering

COURSE NUMBER:		ICDL
SECTION NUMBER:		200901
COURSE TITLE:		International Computer Driver's License
CONTACT:	Instructors/ Testers:	Mr. Scott Gilbert and Mr. Rob Power
CLASS LOCATION:		College of the North Atlantic—Qatar, Main Campus 68 al Tarafa, Duhail North, Doha Building 10, First Floor, Room 10-1-02

COURSE DESCRIPTION: This course is designed to prepare candidates to take the ICDL Automated Tests, following ICDL Syllabus Version 4.0. Topics covered include Concepts of Information Technology, Using the Computer and Managing Information, Word Processing, Spreadsheet Applications, Database Applications, Presentation Software, and Information and Communication. This course will be offered using the Microsoft Windows XP operating system, and Microsoft Office Suite 2003.

PREREQUISITES: Fluent in English

CREDIT: Not a credit course

COURSE HOURS TOTAL: 30 hours training plus 8 hours testing

REQUIRED TEXT: Thomson/Course Technology ICDL Syllabus Version 4.0 Microsoft Office 2003 (English) ISBN 0-619-24241-8

OTHER REQUIRED MATERIALS ICDL Skills Card (x1)
ICDL Automated Test Credits (Litmus Learning) (x7)
ICDL Primer Access Card
Color Passport Photograph

RECOMMENDED RESOURCES: USB Flash Drive

MAJOR TOPIC(S):

1.0 Concepts of Information Technology
2.0 Using the Computer and Managing Information
3.0 Word Processing
4.0 Spreadsheets
5.0 Databases
6.0 Presentation
7.0 Information and Communication

LEARNING OBJECTIVES: This course follows the ICDL Syllabus Version 4.0 (available as a separate document)

RECOMMENDED EVALUATION: Evaluation is conducted using the Litmus Automated Testing System for ICDL Version 4.0. Testing is conducted for each of the seven modules. Test scoring is conducted automatically by the software, with a required passing grade of 80% per module.

CERTIFICATE RECEIVED: International Computer Drivers License (accredited by the ICDL GCC Foundation)

CLASS SCHEDULE: Monday, 5:30pm – 8:30pm

DELIVERY SCHEDULE (FEBRUARY – JUNE 2009):

Class Date:	Agenda:
Class #1 *Monday, February 9th* **5:30-8:30pm (3 hours)** **Module 1: Concepts of IT** **Instructor: Scott Gilbert**	**Introduction to the ICDL** **1.1 General Concepts** **1.2 Hardware** **1.3 Software** **1.4 Networks** **1.5 The Use of IT in Everyday Life** **1.6 Health and Safety, Environment** **1.7 Security** **1.8 Copyright and the Law**
Class #2 *Monday, February 16th* **5:30-8:30pm (3 hours)** **Module 2: Using the Computer and Managing Files** **Instructor: Scott Gilbert**	**2.1 Computer Environment** **2.2 Desktop** **2.3 Managing Files** **2.4 Viruses** **2.5 Print Management**
Class #3 *Monday, February 23rd* **5:30-8:30pm (3 hours)** **Module 7: Internet/Email** **Instructor: Scott Gilbert**	**7.1 The Internet** **7.2 Web Navigation** **7.3 Web Searching** **7.4 Electronic Mail**
Class #4 *Monday, March 2nd* **5:30-8:30pm (3 hours)** **Module 7: Internet/Email** **Instructor: Scott Gilbert**	**7.5 Messaging** **7.6 Mail Management** **Practice Testing (time permitting…)**
Class #5 *Monday, March 16th* **5:30-8:30pm (3 hours)** **Testing** **Tester: Rob Power**	**Demonstration** **Practice Testing** **Module 1 Test** **Module 2 Test**
Class #6 *Monday, March 23rd* **5:30-8:30pm (3 hours)** **Module 3: MS Word** **Instructor: Scott Gilbert**	**3.1 Using the Application** **3.2 Main Operations** **3.3 Formatting** **3.4 Objects**
Class #7 *Monday, March 30th* **5:30-8:30pm (3 hours)** **Module 3: MS Word** **Instructor: Scott Gilbert**	**3.5 Mail Merge** **3.6 Prepare Outputs** **Practice Testing (time permitting…)**
Class #8 *Monday, April 6th* **5:30-8:30pm (3 hours)** **Module 4: MS Excel** **Instructor: Rob Power**	**4.1 Using the Application** **4.2 Cells** **4.3 Worksheets** **4.4 Formulas and Functions (time permitting…)**

Class Date:	Agenda:
Class #9 *Monday, May 11th* **5:30-8:30pm (3 hours)** **Module 4: MS Excel** **Instructor: Rob Power**	**4.4 Formulas and Functions (if necessary…)** **4.5 Formatting** **4.6 Charts/Graphs** **4.7 Prepare Outputs** **Practice Testing (time permitting…)**
Class #10 *Monday, May 18th* **5:30-8:30pm (3 hours)** **Testing** **Tester: Rob Power**	**Practice Testing** **Module 7 Test** **Module 3 Test**
Class #11 *Monday, May 25th* **5:30-8:30pm (3 hours)** **Module 5: MS Access** **Instructor: Rob Power**	**5.1 Using the Application** **5.2 Tables** **5.3 Forms** **5.4 Retrieving Information (time permitting…)**
Class #12 *Monday, June 1st* **5:30-8:30pm (3 hours)** **Module 5: MS Access** **Testing** **Instructor: Rob Power** **Tester: Scott Gilbert**	**5.4 Retrieving Information (continued…)** **5.5 Reports** **5.6 Prepare Outputs** **Practice Testing (time permitting…)** **Module 4 Test**
Class #13 *Monday, June 8th* **5:30-8:30pm (3 hours)** **Module 6: MS PowerPoint** **Instructor: Rob Power**	**6.1 Using the Application** **6.2 Developing a Presentation** **6.3 Text and Images** **6.4 Charts/Graphs, Drawn Objects**
Class #14 **Monday, June 15** **5:30-8:30pm (3 hours)** **Module 6: MS PowerPoint** **Testing** **Instructor: Rob Power** **Tester: Scott Gilbert**	**6.5 Slide Show Effects** **6.6 Prepare Outputs** **Module 5 Test** **Module 6 Test**