SCIS Certifit 3	Course Name: Introduction to Information & Communication Technologies Program:			Course Code: ENF1805	Level of Course: Associate degree	
Instructor(s): Inst	ECTS Credit:	3				
caching Methods): secture, hands-on practicals in computer laboratory, homework and tasks including preparation of documents, spread sheets, databases and presentation dourse Objectives: to provide students with basic ICT concepts and computer skills that they can benefit both in their personal and professional lives. June Content: I. Week Basic Concepts in Information and Communication Technologies Hardware, Software, Networking, Health, Environmental and Legal Issues II. Week Operating Systems, Control Panel III. Week File Folder Management Finding III. Week Internet Basic Terms and Concepts, Browsers, Surfing, Safe laternet, File Sharing Systems, E-Mail Use, Social Networking V. Week Word Processing To Word Processing Page Setup, Symbols, Columns, Tables & Graphics VII. Week Word Processing Table of Contents, References, Document Organisation, Mail Merge, Printing William Week Word Processing Table of Contents, References, Document Organisation, Mail Merge, Printing William Week III. Week Presentation III. Week Nord Processing Table of Contents, References, Document Organisation, Mail Merge, Printing William Week Word Processing Table of Contents, References, Document Organisation, Mail Merge, Printing William Week III. Week Spreadsheet Introduction to Presentations, Slide Views, Slide Designs, Working with Text/Graphics/Objects, Key Issues in Design, Multimedia Features, Managing Presentations X. Week Spreadsheet Introduction to Workbook/Worksheet, Concepts of Cell/Column/Row, Data Input, Adding/Selecting/Copying/Moving Cells/Columns/Rows, Freeze/Hide/Unhide, Book/Sheet Protection XI. Week Practice Mill Week Database General Tasks (Tables, Query, open/Close/Save Reports), Tables, Main Operations, Queries, Objects and Reporting XIII. Week Practice Independent of a computer, and follow up any developments thereof. - understand basic structure and operation of a computer, and follow up any development thereof. - understand basic structure and operation of a com	Iours/Local Cro	edit: 3		Required	TUIKISII	
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