



05002

ICDL



Course Details

Course No	05002
Course Name	ICDL
Course Type	General
Course Cost	100 JD
No of Lectures	14 Lectures
No of Hours	28 Hours
Lecturer	Mohammad Al-Jada
Text Book	FD ICDL

Introduction

This course is about ICDL course which start with information about computer and IT technology then to the file system of the computer, then to Microsoft office using: word, excel, access, and power point, then general information about communication and internet.

Lectures

Subject	Lectures
The basic concepts of IT	2
Using the computer and managing files	2
Word Processing : MS WORD	2
Spreadsheets : MS EXCEL	2
Databases : MS ACCESS	2
Presentations : MS POWER POINT	2
Information and Communication	2