

Skills Program – ICDL

MODULE	STANDARD COURSES
1	IT Theory
2	Introduction to Computers
2	Introduction to Windows
2	File Management
3	Word Introduction
3	Word Intermediate
3	Word Advanced
4	Excel Introduction
4	Excel Intermediate
4	Excel Advanced
5	Access Introduction
5	Access Intermediate
6	PowerPoint Introduction
6	PowerPoint Advanced
7	Introduction to Ms Outlook
7	Internet