



Examinations of International Certificate in IT Skills (Validated by CIE)

of provider largest s'world the is (CIE) Examinations International Cambridge of University The international qualifications.

This body forms a part of University of Cambridge and aims to work through partnerships with education services' providers all over the world in order to offer pioneering and high quality services in the fields of Examinations and Assessments.

best the be to aims(CIE by Validated) Skills IT in Certificate International of Examinations international provider of assessment services worldwide through supporting potentials, reinforcing partnerships, maintaining high quality and promoting innovation.

Program Overview

IT required Important most the of set a assesses Certificate this ,software Office to According Skills, and it is available on two levels, Basic and Advanced. This program is a fast and effective way to earn accredited Skills in IT field as it relies on the applicant's experience. Its direct target is summed up in raising the ability of using basic computer software and Office services in the world.

Advantages of International Certificate in IT Skills (Validated by CIE)

Bilingualism: The trainee has an option either to apply for the examinations in English or Arabic,

1.

Credibility: Exams will be corrected Electronically without human intervention

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Speed: The results appear immediately after the completion of the exam on the Trainee's screen.

3. International recognition: Many governments and International Institutions recognize International Certificate in IT Skills (Validated by CIE) (Talal Abu Ghazaleh Cambridge).

4. Flexibility: The Trainees have the option to take each exam at any time and at any of the authorized centers.

5. Gradual Advancement: Types of the Certificate are adapted pursuant to the trainee and his/her requirements

6. Recognition of the Certificate: The Certificate is issued by Cambridge International Examinations – University of Cambridge and bears the University's Logo, in addition to the Technical and Vocational Training Corporation's Logo.

7. The Certificate is accredited locally by the Technical and Vocational Training Corporation and the Ministry of Civil services as follows: Accrediting Basic International Certificate by a three months course for those who successfully passed four training modules and Advanced Certificate by a six months course for those who successfully passed seven training modules.

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Program Objective

Technology Information use to applicants the prepare to is Certificate granting of purpose The□ optimally when dealing with specific software applications.

Program Levels

International Certificate in IT Skills (Validated by CIE) is promoted in two levels: The Basic level and The Advanced Level. The basic level is designed primarily for the students, employees and trainees who are interested in developing their practical skills in information technology like word processing and file managing software and information technology skills. The trainee is awarded a Basic Certificate when successfully passing the four training modules, and earns Advanced Certificate when the trainee passes seven exams that encompass all of the training modules representing the program.

International Certificate in IT Skills (Validated by CIE) includes the following training material that represents the program:

- Introduction to Information Technology.
- Utilizing Computer and file management.
- Text processing by using MS Word.
- Worksheets by using MS Excel.
- Data Bases by using MS Access.
- Presentations using MS PowerPoint.
- Information and Communication by using Internet Explorer.

Testing Methodology

Examinations of International Certificate in IT Skills (Validated by CIE) consists of interactive tests that measure computer skills acquired by the one being tested. They are available on request at all times. The company offers high quality, flexible services to all the Accredited Centers and trainees.

Learning by Computer

Work is currently carried out to convert Cambridge curriculum to an e-platform which enables self- learning by computer to students without the need for a trainer, as the program progresses step by step with the student by advising him whether he acquired the skill or not. The company seeks to reach the optimal minimum of the integrated e-learning's sources.

Objectives Examination

Using uniform objectives and contents worldwide that got updated based on the new versions of Office software under direct supervision of Examinations.

Additional Certifications

This program could be the first step in light of more advanced Computer applications and Certifications.

Types of Certification

When the trainee successfully passes four exams, he will be granted the Basic International Certificate in IT Skills (Validated by CIE).

When the trainee successfully passes seven exams for the complete training material representing the Certificate's curriculum, he will be granted the Advanced International Certificate in IT Skills (Validated by CIE).

Test Design

The exams are monitored	Researched	by a committee that consists of experts and specialists.
Examinations of International Certificate in IT Skills (Validated by CIE)	Coordinate	to specify the fields
The internal development	Developing Exams	done by Talal Abu Ghazaleh & Co. International company with
Variation training experts	Examination	and the drafting of the exams would be in coordination with
Periodical reviews will be	Developing	the Committee of experts and modern measures of international soft

Accreditation of the Certificate

Considering the importance of International Certificate in IT Skills (Validated by CIE) in several vocational institutions and Arab and International bodies that support this certificate, among which is the Arab Society of Certified Accountants, the certificate was accredited as an alternative for IT examination that requires the applicants to sit for the society's examination in order to be certified as [Arab Certified Professional Accountant (ACPA)].

The Certificate has been approved by many governmental and educational authorities in number of Arab countries like Jordan and the Arabian Gulf countries. The certificate has been accredited also in the Kingdom of Saudi Arabia by the Technical and Vocational Training Corporation, and it was

also accredited by the Ministry of Civil Service as follows:

Accrediting both Basic and Advanced International Certificate in IT Skills (Validated by CIE), with a three months course for those who successfully passed four training modules and a six months course for those who successfully passed seven training modules.