



Beirut Arab University

Center for Consultation

BAU

Continuing Education Program (CEP)

ICDL

دورات تعليم الكمبيوتر

Training Course In Computer Literacy



MICROSOFT OFFICE APPLICATIONS: (ICDL certificate)

**IT-Windows – Word - Excel – Access-
PowerPoint – Internet - E-mail**

Course Duration : 42 hours

Fees: 225.000 L.L for BAU Students. – 300.000 L.L for others.

- 1- Word : Create documents ranging from simple letters and memos to elaborate newsletters, manuals, forms, reports and Web pages.
- 2- Excel : Set up Excel sheets for a wide variety of tasks, ranging from Accounting and inventory-control to data analysis.
- 3- Access : Used to effectively store and organize data into tables, update, manipulate and retrieve data using queries, forms and reports.
- 4- PowerPoint : Used to create high quality, visually pleasing and animated presentations.
- 5- IE+ Outlook : Used as a powerful organizer to manage their e-mail messages, contacts, calendar, tasks, journal events and timeline table.

**** BAU Certificate offered upon achievement of all Courses**

ويقدم المركز امتحان على شهادة استخدام الكمبيوتر ICDL المعتمدة من هيئة اليونسكو وهي الاكثر انتشاراً في اوروبا والعالم

The ICDL exam fees \$ 150

For Registration Please Contact:

CC center - Hariri Building - Ground Floor

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STARTING 17/12/2010