



Canada College

Iran Branch

Certificate of Achievement in Office Administration by Computer

Duration : 160 hours

1. DESCRIPTION OF THE MODULES

- 1.1 Module I - Basic Concepts of Information Technology (IT)
- 1.2 Module 2 - Using the Computer and Managing Files
- 1.3 Module 3 - Word Processing
- 1.4 Module 4 - Spreadsheets
- 1.5 Module 5 - Database
- 1.6 Module 6 - Presentation
- 1.7 Module 7 - Information and Communication

Module1 Basic Concepts of Information Technology (IT), requires the candidate to know about the basic physical make-up of a personal computer and understand some of the basic concepts of Information Technology (IT) such as data storage and memory, the context for computer-based software applications in society, and the uses of information networks within computing. The candidate shall also appreciate how IT systems are found in everyday situations; and how personal computers can affect health. The candidate shall be aware of some of the security and legal issues associated with computers.

Module 2 Using the Computer and Managing Files, requires the candidate to demonstrate knowledge and competence in using the basic functions of a personal computer and its operating system. The candidate shall be able to operate effectively within the desktop environment. He or she shall be able to manage and organize files and directories/folders and know how to copy, move and delete files and directories/folders. The candidate shall demonstrate the ability to work with desktop icons and to manipulate windows. The candidate shall demonstrate the ability to use search features, simple editing tools and print management facilities available within the operating system.

Module 3 Word Processing, requires the candidate to demonstrate the ability to

use a word processing application on a personal computer. He or she shall understand and be able to accomplish basic operations associated with creating, formatting and finishing a word processing document ready for distribution. The candidate shall demonstrate competence in using some of the more advanced features associated with word processing applications such as creating standard tables, using pictures and images within a document, importing objects and using mail merge tools.

Module 4 Spreadsheets, requires the candidate to understand the basic concepts of

spreadsheets and to demonstrate the ability to use a spreadsheet application on a personal computer. He or she shall understand and be able to accomplish basic operations associated with developing, formatting and using a spreadsheet. The candidate shall be able to accomplish standard mathematical and logical operations using basic formulas and functions. The candidate shall demonstrate competence in using some of the more advanced features of a spreadsheet application such as importing objects, and creating graphs and charts.

Module 5 Database, requires the candidate to understand the basic concepts of databases

and demonstrate the ability to use a database on a personal computer. The module is divided in two sections; the first section tests the candidate's ability to design and plan a simple database using a standard database package; the second section requires the candidate to demonstrate that he or she can retrieve information from an existing database by using the query, select and sort tools available in the database. The candidate shall also be able to create and modify reports.

Module 6 Presentation, requires the candidate to demonstrate competence in using

presentation tools on a personal computer. The candidate shall be able to accomplish basic tasks such as creating, formatting and preparing presentations for distribution and display. The candidate shall demonstrate the ability to create a variety of presentations for different target audiences or situations. The candidate shall demonstrate the ability to accomplish basic operations with graphics and charts and to use various slide show effects.

Module 7 Information and Communication, is divided in two sections. The first section,

Information, requires the candidate to accomplish basic Web search tasks using a Web browser application and available search engine tools, to bookmark search results and to print Web pages and search reports. The second section, Communication, requires the candidate to demonstrate their ability to use electronic mail software to send and receive messages, to attach documents or files to a message and to organize and manage message folders or directories within electronic mail software.

The Representative of Canada College in Iran - K.C.T.C