Training Package

Training Programme Name	International Diploma in Basic Computer Science Skills
Training Programme Name	دبلوم دولي في مهارات الحاسوب الاساسية
Training Programme Organiser	EDULAND
Training programme Type	Diploma
Training hours	120
accreditation body	OAB-UK

Training goals

1. Develop fundamental digital literacy for professional and personal use
2. Master office productivity suites (Microsoft Office & Google Workspace)
3. Build collaborative digital skills using cloud-based tools
4. Leverage AI tools to enhance productivity and automate tasks
5. Earn a recognised certification to validate skills and improve employability

Target groups

1. Job seekers needing digital skills
2. Students preparing for the workplace
3. Professionals upgrading their tech skills
4. Career changers entering office roles

Course Introduction

This Diploma in Basic Computer Science Skills (120 hours) provides comprehensive training in office productivity, collaborative tools, and artificial intelligence. Participants will master Microsoft Office (Word, Excel, PowerPoint, Access, Publisher), Google Workspace (Docs, Sheets, Forms), and AI tools like ChatGPT and Canva.

The program covers:

- Computer fundamentals (OS, file management, online safety).
- Office productivity (document creation, pivot tables, professional presentations).
- Collaboration tools (Google Drive, file sharing, task automation).
- AI applications for writing, data analysis, and project management.

The course blends theory and hands-on practice, with real-world projects and a final exam. Graduates earn a certified diploma, validating essential digital skills for the workplace.

The training package has achieved the international accreditation standards from OAB-UK and has been awarded an international certified serial number.

ICSN: 31660325066995500

Perfect for beginners or professionals seeking to upgrade their tech proficiency.

Training programme Axes

Modules	Course topics	Hours
Module 1	**Introduction to Computers & Digital Literacy**	**10**
Topic 1	Basics of Computer Systems (Hardware & Software)	
Topic 2	Operating Systems (Windows & macOS Basics)	
Topic 3	File Management & Cloud Storage Concepts	
Topic 4	Internet Basics, Browsing & Online Safety	
Topic 5	Introduction to AI & Digital Tools	
Module 2	**Microsoft Office Suite**	**50**
Topic 1	**Microsoft Word** Interface & Basic Document Creation Formatting, Styles & Templates Tables, Images & SmartArt Mail Merge & Advanced Features Practical Assignments & Projects	
Topic 2	**Microsoft Excel** Excel Basics & Data Entry Formulas & Functions (SUM, IF, VLOOKUP) Charts, Pivot Tables & Data Analysis Data Validation & Conditional Formatting Practical Exercises & Case Studies	
Topic 3	**Microsoft PowerPoint** Creating Professional Presentations Design, Animations & Transitions Embedding Multimedia & Presenting Practical Presentation Projects	
Topic 4	**Microsoft Access** Introduction to Databases & Access Interface Creating Tables & Relationships Building Queries & Forms Generating Reports	
Topic 5	**Microsoft Publisher** Desktop Publishing Basics Creating Flyers, Brochures & Business Cards Advanced Layout & Printing	
Module 3	**Google Workspace Tools**	**25**
Topic 1	**Google Docs, Sheets & Slides** Google Docs (Collaboration & Formatting) Google Sheets (Functions, Charts & Data Analysis) Google Slides (Dynamic Presentations)	

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	Integration with Drive & Sharing		
Topic 2	**Google Forms & Other Tools** Creating Surveys with Google Forms Google Keep & Google Sites Basics		
Topic 3	**Google Drive & Cloud Collaboration** File Management in Google Drive Team Collaboration & Version Control		
Module 4	**AI & Productivity Tools**	**15**	
Topic 1	**Introduction to AI Tools** ChatGPT & AI Assistants AI–Powered Writing & Research Tools AI for Data Analysis & Automation		
Topic 2	**Productivity & Automation** Canva for Graphic Design Trello/Asana for Project Management Zapier/IFTTT for Workflow Automation		
Module 5	**Final Project & Assessment**	**25**	
Topic 1	Capstone Project (Combining MS Office, Google & AI Tools)		
Topic 2	Presentations & Peer Review		
Topic 3	Final Exam & Certification		
Total hours		**120**	

OAB-UK Authority Director   **IOA Regional Director**   **Package Organiser**

Eduland Bureau of Educational Studies and Services

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