



Professional Master's Program in International Computer Driving License (ICDL) & IT

Week 1: Fundamental Concepts and File Management

- **Day 1:** Introduction to Information Technology (IT), Hardware, and Software Components.
- **Day 2:** Operating System Fundamentals (Windows), Folder Management, and Advanced System Settings.

Week 2: Advanced Word Processing (Microsoft Word)

- **Day 3:** Document Creation, Professional Text Formatting, and Paragraph Styling.
- **Day 4:** Advanced Tables, Image Integration, Graphical Illustrations, and Academic Referencing.
- **Day 5:** Mail Merge Operations, Page Setup, and Final Printing Configurations.

Week 3: Spreadsheets and Data Analysis (Microsoft Excel)

- **Day 6:** Interface Essentials, Data Entry Protocols, and Cell Formatting.
- **Day 7:** Utilizing Core Functions (\$SUM, AVERAGE, IF\$) and Mathematical Operations.
- **Day 8:** Advanced Formulas, Data Visualization (Charting), and Data Filtering.
- **Day 9:** Worksheet Protection Strategies and Large Dataset Management.

Week 4: Presentation Design and Database Management (PowerPoint & Access)

- **Day 10:** Professional Slide Design, Multimedia Integration (Audio & Video).
- **Day 11:** Transition Effects, Timing Synchronisation, and Final Presentation Delivery.
- **Day 12:** Introduction to Database Systems (Access), Table Construction, and Form Design.
- **Day 13:** Designing Queries and Generating Academic/Professional Reports.

Week 5: Internet, Communication, and Cybersecurity

- **Day 14:** Advanced Web Research Techniques and Browser Management.



- **Day 15:** Professional Electronic Communication (Outlook), Calendar Management, and Task Scheduling.
- **Day 16:** Cybersecurity: Data Protection, Virus Mitigation, Encryption, and Privacy.

Week 6: Online Collaboration and AI Productivity

- **Day 17:** Collaborative Tools (Google Drive, OneDrive) and Virtual Meeting Management.
- **Day 18:** AI Applications for Enhancing Office Productivity.
- **Day 19:** Comprehensive Technical Review and Intensive Practical Application.
- **Day 20:** Final Assessment (Theoretical & Practical) and Project Evaluation.