

مركز طلال ابوغازاله كامبريدج مهارت تقنيه المعلومات  
Talal Abu-Ghazaleh Cambridge IT Skills Center



UNIVERSITY of CAMBRIDGE  
International Examinations

Cambridge Associate

[www.tagcaitc.com](http://www.tagcaitc.com)



Talal Abu-Ghazaleh University



Talal Abu-Ghazaleh  
University College of Business



Talal Abu-Ghazaleh  
Graduate School of Business

# Table of Contents

2	About Us
3	Cambridge International Examinations - CIE
3	Mission
3	Program Overview
4	Diploma Objective
4	Program Levels
4	Diploma Modules
5	Diploma Types
6	Applications
7	Exam Methodology
7	Exam Delivery
9	Candidate Services
10	Recognition and Accreditation
12	Approved Centers



## **About Us:**

Talal Abu-Ghazaleh Cambridge Information Technology Center (TAG-Cambridge IT) was established in 2001 after a comprehensive agreement signed between Talal Abu-Ghazaleh & Co. International (TAGI) and Cambridge International Examinations (CIE) – University of Cambridge UK to deliver IT training courses through a well-tailored website together with additional learning resources.

Today, TAG-Cambridge IT is proud to have strong presence in 300 locations in the Arab countries with plans to cover more in the near future.

The International Diploma in IT Skills offers programs that cover the usage of PC and file management, the usage of Microsoft Windows and its major applications, such as Word, Excel, PowerPoint, Access and the Internet.

## **Cambridge International Examinations (CIE) University of Cambridge UK**

Cambridge International Examinations (CIE) – University of Cambridge UK is the world's largest provider of international qualifications. CIE is part of the University of Cambridge and aims to work in partnership with education providers worldwide to deliver high-quality and leading-edge examination and assessment services.

CIE aims to be the best international provider of assessment services in the world through boosting potentials, enhancing partnerships, maintaining high quality and encouraging innovation.



## Mission:

Talal Abu-Ghazaleh Cambridge IT Skills Center (TAG-Cambridge IT) focuses on providing internationally acclaimed high-quality assessment services in the Arab world through partnership with leading global institutions. TAG-Cambridge IT seeks to further broaden its reach in the region, offering IT assessment services on specific software applications.

## Program Overview

Based on the Microsoft Office applications, this certificate assesses a range of the most important IT skills required and is available in two levels: Foundation and Standard. A fast, efficient way to gain accredited IT skills, modules are based on 10 to 15 hours of teaching time, depending on the candidate's experience, and result in an immediate improvement in the ability to use some of the world's best known office software packages.

## Advantages of the International Diploma in IT Skills

- 1. Bilingualism:** The candidate can choose to sit for the exam either in English or Arabic.
- 2. Reliability:** The exams are corrected electronically without human interference.
- 3. Rapidity:** The results appear immediately after the end of the exam on the candidate's screen.
- 4. International Recognition:** The Cambridge Certificate is recognized by major international institutions.
- 5. Flexibility:** The candidate can sit for the exam at any time, in any of the accredited centers.
- 6. Progressiveness:** The different types of certificates adapt to the candidate's level and needs.
- 7. CIE Recognition:** The certificate is issued by CIE and TAG-Org bearing the logos of both institutions.



## Diploma Objective

The aim of the International Diploma in IT Skills is to assess the candidate's ability to use Information Technology effectively when using specific software applications.

## Program Levels

The International Diploma in IT Skills is divided into two levels: Foundation and Standard. The Foundation Level is mainly designed for students, employees and trainees who wish to develop their practical IT skills and those who wish to receive recognition for basic IT competence they may already possess such as using word processing programs, managing files and Internet skills.

The candidate who successfully completes the tests is awarded the International Diploma in IT Skills at the level he/she attended the training for.

## Diploma Modules

The program's modules cover the following topics:

1. Introduction to IT
2. Using MS Windows
3. Word Processing using Microsoft Word
4. Spreadsheets using Microsoft Excel
5. Electronic Communication using Microsoft Internet Explorer
6. Presentations using Microsoft PowerPoint
7. Databases using Microsoft Access



## Diploma Types

The name of the certificate awarded to the successful candidate is the International Diploma in IT Skills

Type of Diploma	Basic Requirements
Single-Module Diploma	Any of the Seven Applications
Two-Modules Diploma	Any of the Seven Applications
Three-Modules Diploma	Any of the Seven Applications
Four-Modules Diploma	Any of the Seven Applications
Five-Modules Diploma	Any of the Seven Applications
Six-Modules Diploma	Any of the Seven Applications
Seven-Modules Diploma	Introduction to IT, Windows, Word, Excel, Access, PowerPoint and Electronic Communication



## **Applications**

### ***Application 1: Introduction to IT***

This application is designed to introduce the candidate to the basic commands regarding the use of PC, its peripherals and the Internet, as well as to transmit the importance of IT in all aspects of our daily life.

### ***Application 2: Using the Computer and Managing Files***

This application is designed to build on the computing and file management skills acquired at Foundation level. The candidate should possess the skills and knowledge required to understand and perform standard operations on a computer, including the ability to use and control a mouse.

### ***Application 3: Word Processing***

This application is designed to build on the word processing skills acquired at Foundation level. The candidate should possess the skills and knowledge required to understand and perform everyday uses of a word processing package to display information in both electronic and paper form.

### ***Application 4: Spreadsheets***

This application is designed to build on the spreadsheet skills acquired at Foundation level. The candidate should possess the skills and knowledge required to understand and perform everyday uses of a spreadsheet package to create a spreadsheet, arrange data and make simple calculations.

### ***Application 5: Database***

This application is designed to build on the database skills acquired at Foundation level. The candidate should possess the skills and knowledge required to understand and perform everyday uses of a database package to build a simple database and create simple queries and reports from an existing database.

### ***Application 6: Electronic Communication***

This application is designed to build on the electronic communication



knowledge acquired at Foundation level. The candidate should understand what is meant by electronic communication and possess knowledge of the principles involved in obtaining information from network information services.

### ***Application 7: Presentations***

This application is designed to build on the presentation software skills acquired at Foundation level. The candidate should possess the skills and knowledge required to understand and perform everyday uses of a presentation package to display information in electronic form for presentation and in a paper form for handouts.

### **Exam Methodology**

Our online based examinations consist of two levels from which the candidate can choose. Standard and Foundation assessments are computer-based and available on-demand throughout the year to provide a high-quality and flexible assessment service for individuals and centers.

### **Exam Objectives**

Standard objectives and contents used worldwide, updated upon new releases of MS Office packages with direct CIE supervision.



## Additional Certifications

It can be the first step for more advanced computer applications and certifications.

### Exam Creation

<b>Research</b>	Guided and controlled by a committee of expertise and specialists.
<b>Objectives Development</b>	Cambridge International Examinations (CIE) – University of Cambridge UK collaborates with TAGI to set exam areas and points of concentration.
<b>Exam Development</b>	TAGI in-house development with full coordination with CIE and the syllabus updates.
<b>Exam Integrity</b>	Collaboration of various training industry experts, writing up exams in coordination with CIE.
<b>Objectives Updates</b>	Periodical reviews determined by committee of experts' reports and international software up to date measures.

### Exam Delivery:

<b>Exam Administration</b>	Computer-based administrated and quality controlled by Talal Abu-Ghazaleh Cambridge IT skills Center.
<b>Technology</b>	Computer-based exams with availability of local examination technology as well as online synchronization and transfer ability.
<b>Centralized Scoring</b>	Simultaneous update and synchronization for the exam result along with the centralized web database, insuring transparency in treatment and reliability. All candidates' error reports are automatically generated and stored in the testing system.
<b>Global Database</b>	Web-hosted with a high security environment, transfer protocols and access privilege levels are applied to ensure certificate authenticity.
<b>Environment</b>	Proctored testing environment.
<b>Location Transferability</b>	Flexible exam location utilizing centralized web database management.
<b>Security</b>	Centralized examination repository hosted on a web server with high security consideration. Access levels are defined and restricted.



## Candidate Services:

<b>Certification</b>	Internet resources, training assessments and materials are available with Learning Management System (LMS).
<b>Global candidate Verification</b>	Corporate access level is available and allows the employee continuous tracking and follow ups.
<b>Customer Support</b>	Available through TAG- Org offices in more than 22 countries and directly through the Head Office - Amman
<b>Quality Assurance</b>	All exam sessions are attended and quality assured by Quality Assurance officers from Talal Abu-Ghazaleh Cambridge IT Skills Center.

## Training Materials

The Talal Abu-Ghazaleh Cambridge IT Skills Center provides a set of supporting material which helps the candidates to prepare for the training courses. This material includes exercises executed on the computer.



## Recognition and Accreditation

The Cambridge Diploma in IT Skills is recognized by many organizations and governments such as:

- United Nations Relief and Works Agency (**UNRWA**).
- Ministry of Labor-Training Promotion center-Kingdom of Bahrain (**Bahrain**).
- Ministry of Labor (**Bahrain**).
- Ministry of Higher Education (**Jordan**).
- Ministry of Education (**Jordan**).
- Ministry of Communication and information Technology (**Jordan**).
- Ministry of Foreign Affairs (**Jordan**).
- Ministry of Higher Education & Scientific Research (**Jordan**).
- Ministry of Education (**UAE**).
- Ministry of Education-Abu Dhabi Educational Zone Dep.-UAE(**Abu Dhabi**).
- Public Authority for Applied Education & Training (**Kuwait**).
- Ministry of Education (**Kuwait**).
- The Central Agency for Information Technology (**Kuwait**).
- Ministry of Education and Higher Education (**Lebanon**).
- Ministry of Technical Education and Vocational Training (**Yemen**).
- Al-Quds Open University (**Palestine**).
- Technical and Vocational Training Corporation(**Saudi Arabia**).
- Ministry of Municipal and rural affairs ( **Saudi Arabia**).
- Ministry of Civil Service ( **Saudi Arabia**).
- Ministry of Agriculture ( **Saudi Arabia**).
- Supreme Council of Universities (**Egypt**).
- Information Technology Authority (**Oman**)
- Skills Development Fund (**Yemen**)

### Supreme Council of Universities (Egypt)

The Egyptian Supreme Council of Universities (SCU), which plans the policy of the university education and scientific research, recognized the International Diploma in IT Skills for university students, such recognition took place after the approval of the Computer and IT Committee at SCU Secretary-General on the report of the examination committee which was formed for this purpose.



### **Technical and Vocational Training Corporation (Saudi Arabia)**

and Vocational Training Corporation (TVTC) in the Kingdom of Saudi Arabia signed a cooperation agreement to disseminate the “International Diploma in IT Skills validated by Cambridge International Examinations (CIE) – University of Cambridge UK.

According to the agreement, TVTC will be the sole licensor and in charge of running and managing the program throughout the Kingdom under the full monitoring and supervision of TVTC and TAG-Org with full compliance to the Cambridge International Examinations (CIE) – University of Cambridge UK validation procedures.

### **Information Technology Authority (Oman)**

The Information Technology Authority in Oman recognized the International Diploma in IT Skills for all public sector employees, for promotion and hiring Purposes, the training and examination process is fully supervised by the Arab Omani Training Institute (member of Talal Abu-Ghazaleh Organization).

### **Arab Society of Certified Accountants (ASCA)**

Due to the importance of the International Diploma in IT Skills, The Arab Society of Certified Accountants (ASCA) has approved the IT Skills Diploma as a replacement for the IT exam paper in examination for the Arab Certified Professional Accountant (ACPA), many governments, professional bodies, and international organizations have given their support, ranging from official approval of the Diploma to requiring the Diploma for their employees.



## **Skills Development Fund (Yemen)**

The Skills Development Fund adopted The International Diploma in IT Skills to train and test the skills of the Yemeni Youth on the use of computers to qualify them for employment in different sectors of the market.

## **Approved Centers**

The Program is delivered through more than 500 centers all over the Arab Region.

Centers undergo Quality Assurance procedure by Talal Abu Ghazaleh Cambridge IT Skills Centre.

For a full list of centers and the nearest to you, please visit [www.tagcaitc.com/Centers](http://www.tagcaitc.com/Centers)

## ***Published in 2012***

Talal Abu Ghazaleh Cambridge IT Skills Center

P.O. Box: 921100 Amman 11192, Jordan

Tel: +962 6 5100900

Fax: +962 6 5100901

[agca.ro@tagcaitc.com](mailto:agca.ro@tagcaitc.com)

[www.tagcaitc.com](http://www.tagcaitc.com)

[www.cie.org.uk](http://www.cie.org.uk)

[www.tagorg.com](http://www.tagorg.com)

