

Kingdom of Saudi Arabia  
Ministry of Higher Education  
Majmaah University  
Deanship of Community Service  
and Continuing Education.



## **INTERNATIONAL TESTS UNIT**

### **" PROPOSED VISION"**

#### **CAMBRIDGE**

#### **DEPARTMENT OF COMMUNITY PROGRAMS**

#### **DEANSHIP OF COMMUNITY SERVICE AND CONTINUING EDUCATION.**

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## Introduction

Modern development indicates that information technology has become a fundamental pillar of human development and professionalism, thus the study of Computer Science and preparing the staff for having competence in this specialty has become an urgent need. Computer has penetrated into all life's sectors and the whole world has moved to use it together with its technology to achieve various jobs viz –a - viz the beginning of the electronic government's era. Majmaah University, has obviously, worked to support the development process and serving the community to meet the labor market needs in Computer specializations together with its commitment to provide qualified, trained and skilled manpower to enable the private and governmental sectors to enter the competitive developmental market efficiently and effectively.

Deanship of Community Service and Continuing Education, while implementing of its mission and strategic plan, has prepared a project to establish a unit for the international tests at the university to get training on a set of international tests especially in the field of computer, which are needed by members of the community both students and staff to develop the practical and skillful aspects in the required disciplines.

Deanship of Community Service and Continuing Education of international tests unit is looking forward to participate effectively in improving job performance, by facilitating the training of students and staff in public and private sectors in computer programs. These programs that have been approved by the Ministry of Civil Service, enable those who undergo them to use the same for promotion and getting a trade-off as well as the General Organization for Technical and Vocational Training by providing the trainees with the necessary skills to master working on computer through two courses " Cambridge International Basic Certificate of IT Skills" and "Cambridge Advanced Certificate of IT Skills."

Deanship of Community Service and Continuing Education, keenly, works to present this unit in an integrated way parallel with the aspirations of the university administration. The team at the deanship offers this integrated perception of the international tests Unit.

Allah is the Source of Success

## **1. Brief Description for the International Tests Unit.**

Certified unit by " Committee International Examination (CIE) at the University of Cambridge " to train on the certificate requirements, "Cambridge International of Information Technology (IT skills)" and granting accredited certificates by the "Committee International Examination at the University of Cambridge" for those who joined the program.

### **1.2. Objectives of International Tests Unit :**

1.2.1. Achieve the university's mission in serving the community members commensurate with their professional and life needs.

1.2.2. Achieve the university's mission in building partnership and collaborative relationships with the governmental sectors, community and national institutions that achieve distinctive and quality training output.

1.2.3. Prepare graduates to gain international certificates, grant them accredited certificates in professional disciplines to meet the needs of local labor market.

1.2.4. Develop the capacity and skills of staff and workers in the governmental and private sectors which allows them to career promotion opportunities.

1.2.5. Raise the productivity of the employees in the governmental and private sectors, and enhance the professionalism they have.

### **1.3. Establishment Justifications of the International Tests Unit.**

1.3.1. Continuing and urgent need of computer programs in the governmental and private works, labor market needs and employment requirements for such approved programs.

1.3.2. Increase the cultural awareness in the community, and a sense of its members' need to acquire more information and skills in the field of computer.

1.3.3. Governmental and private sectors' keen to develop the skills of its employees, in computer skills to improve their competence.

1.3.4. Certificate accreditation from multiple governmental sectors including Ministry of Higher Education, Ministry of Education and the Public Institution For Technical and Vocational Training as well as the certificate has been accredited by the Ministry of Civil Service, under the name "Cambridge International Basic Certificate of IT skills " for those who successfully pass four training modules, and the " Cambridge Advanced Certificate of IT Skills " for those who successfully pass seven training modules.

1.3.5. Presence of a certified unit for tests and training at the university.

### **1.4. Accommodative capacity of the trainees' number which is expected in the first year:**

Because of the steadily increase in the population of Majmaah and the nearby governorates, in addition to the growing demand of the number of the candidates for Cambridge Certificate Program , which is amounted to about (30,000) trainees during the past three years. The operational capacity of the unit is expected to reach in the first year, more than (300) male and female trainees, with the expectation of the increase in the next coming years.

## **2. Brief description of Cambridge International Certificate of IT skills.**

2.1. Cambridge Certificate of ( IT skills) Traits.

2.1.2.**International Accreditation:** many governmental and international institutions recognize Cambridge Certificate of ( IT skills), Besides, this Certificate is accredited in 150 countries also it represents the most acceptable educational passport in labors world.

2.1.3.**Credibility** where the examination is electronically corrected.

2.1.4.**Bilingual;** trainee has the option to do the examination either in English or Arabic.

2.1.5.**Efficiency:** results appear immediately on the trainee 's screen after the completion of the examination.

2.1.6.**Flexibility:** trainees has the option to do the exam at any time and at any approved center. The number of learners and testers to Cambridge Certificate ( IT skills) is nearly 30, 000 in the Kingdom of Saudi Arabia.

2.1.7.**Gradient:**types of certificate adapt according to the trainee and his/her requirements.

2.1.8.**Certificate Accreditation:** the certificate is issued by the Committee International Examination ( CIE) where the certificate holds Majmaah University's logo as well as Cambridge 's because the university is approved as tests' centre.

2.1.9. Certificate has local accreditation by the Ministry of Civil Service as well as the Public Institution for Technical and Vocational Training.

## **2.2. Programs which are offered by the International Tests Unit.**

**2.2.1.Training:** Cambridge Certificate of ( IT skills) includes qualified training materials to pass the tests of Cambridge International Accredited Certificate, where training contains the following levels.

### **2.2.1.1. Basic Level ( ICT Starter)**

### **2.2.1.2. Advanced Level ( IT advanced)**

## **2.2.2. Tests**

After the completion of the training courses, the trainee does seven tests of ( 45) minutes for each, around 6 hours rate starting electronically after the beginning of the tests to evaluate the trainee's capabilities in information technology skills. Tests are available all year round, and in case passing the whole tests, the trainee grants Cambridge Certificate( IT skills). Besides, anyone could be able to do the tests directly without joining any training courses.

Moreover, tests are available upon request , all year round, to provide high quality and flexible evaluation service to the individual and the approved centers.

## **Cambridge International Certificate of Information Technology**

### **2.3.General View about the Program**

According to software (office), this program is considered as one of the most software concerning about the required information technology skills. Thus it is available on two levels; basic level and advanced level. This program is looked at as an effective fast way to acquire accredited skills in the information technology field, which depends on the applicant's experience. So, its direct goal concludes in raising the capacity of using the basic computer software and office services.

### **2.4.Program Levels**

Cambridge International Certificate of Information Technology skills elevates in two levels: basic level and advanced level, where the basic level is directed primarily towards students, employees and trainees who like to develop their practical skills in information technology such as using word processing programs, file management, and Internet connections which grant the trainee Cambridge Basic Certificate when successfully passing four tests which contain four training modules, and Cambridge Advanced Certificate when successfully passing seven tests which contain all the represented training materials of the program.

### **2.5. Cambridge Certificate of Information Technology Skills contains the following training materials on the following programs**

#### **2.5.1. Basic Level**

- 2.5.1.1. Introduction to Information Technology.
- 2.5.1.2. Using Computer and Managing Files.
- 2.5.1.3. Word Processing Using Microsoft Word.
- 2.5.1.4. Papers' Work Using Microsoft Excel.

#### **2.5.2. Advanced Level**

- 2.5.2.1. Introduction to Information Technology.
- 2.5.2.2. Using Computer and Managing Files.
- 2.5.2.3. Word Processing Using Microsoft Word.
- 2.5.2.4. Papers' Work Using Microsoft Excel.
- 2.5.2.5. Information and Connection Using Internet Explorer.
- 2.5.2.6. Presentations Using Microsoft PowerPoint.
- 2.5.2.7. Data Bases Using Microsoft Access.

## **2.6.Certificate Accreditation**

Looking at the importance of Cambridge International Certificate of Information Technology skills, among the many Vocational Institutions, International and Arab Committees which have supported this certificate and in particular the Arab Assembly of law accountants, the certificate has been accredited as an alternative for information technology exam which requires the candidates to do the assembly exams to grant an Arab Certified Professional Accountant certificate (ACPA). The certificate has been accredited in many fields of the educational and governmental sectors in many Arab countries such as Jordan and the Arab Gulf States. The certificate is also accredited by Ministry of Higher Education, Ministry of Education and Public Institution for Technical and Vocational Training as well as Ministry of Civil Service and then to be consequently approved by other governmental and private sectors in the Kingdom of Saudi Arabia.

## 2.7. Training Content for International Cambridge ( ICT Starters)

<b>Training Content for International Cambridge ( ICT Starters)</b>	
Accreditation Place	The certificate is granted certified by Cambridge and Majmaah Universities and approved by Ministry of Civil Service. It is equivalent to Entry Data course for three months
It is a must to pass four tests ( Introduction, Windows Operating System, Word Processor, Spreadsheets)	
For whom is this course ?	For both male and female fresh students and also for those who are about to graduate of all specialties, for male and female workers who are working in the following fields: Administration, Tourism/ Hosting, Telecommunications, Banks, Governmental sector, Military sector, Marketing, Education/ Training/ Libraries, Students, Job Seekers and other disciplines.
Previous Requirement	There are no previous requirements to join the course.
Course Traits	<ul style="list-style-type: none"> <li>-Trainee gains a certified certificate from the University as an accredited testing Center approved by Cambridge.</li> <li>-Trainee gains an accredited global leader certificate after passing the four tests successfully.</li> <li>-Free course books are available by the Academy.</li> <li>-Appropriate schedules for the trainees morning and evening.</li> </ul>
Course Objectives	After the completion of the course, the trainee is expected to be able to learn the basic components of computer, work effectively within desktop environment, manipulate files and directories, create and coordinate a document word processor, use the advanced traits to apply spreadsheet , charts and to solve the mathematical problems.
Course Contents	Basic Concepts of Information Technology
	Operating System and File Management
	Word Processing Program
	Electronic Tables

## 2.8. Training Content for International Cambridge (Advanced IT)

<b>Training Content for International Cambridge (Advanced IT)</b>	
Accreditation Place	The certificate is granted certified by Cambridge and Majmaah Universities and approved by Ministry of Civil Service. It is equivalent to Entry Data course for six months
Seven tests must be passed	
For whom is this course ?	For male and female workers who are working in the following fields: Administration, Tourism/ Hosting, Telecommunications, Banks, Governmental sector, Military sector, Marketing, Education/ Training/ Libraries, Students, Job Seekers and other disciplines.
Previous Requirement	There are no previous requirements to join the course.
Course Traits	<ul style="list-style-type: none"> <li>-Trainee gains a certified certificate from the University .</li> <li>-Trainee gains an accredited global leader certificate in the field of using computer skills internationally accredited after passing the tests successfully to be classified on the fifth rank according to Civil Service Ministry .</li> <li>-Free course books are available by the Academy.</li> <li>-Appropriate schedules for the trainees morning and evening.</li> </ul>
Course Objectives	After the completion of the course, the trainee is expected to be able to learn the basic components of computer and basic concepts of information technology, work effectively within desktop environment, create and coordinate a document word processor, use spreadsheet , design and plan data base, prepare presentations and achieve essential duties on Website and email.
Course Contents	Basic Concepts of Information Technology and File Management.
	Operating System and File Management
	Word Processing Program
	Electronic Tables
	Presentations
	Data Bases Program (access)
	Internet and Outlook

## 2.9. Objectives of Cambridge General computer Programs .

2.9.1. Improve the student s' professionalism in preparation of various professional disciplines.

2.9.2. Support creativity skills through innovation and diagnosis means through general activities.

2.9.3. Strengthen the student's principles of self-confidence through the advanced skills of the program

2.9.4. Create the student to earn the behavior of professional excellence, create the spirit of success and the spirit of challenging and responsibility.