ICDL CERTIFICATE TRAINER PROFESSIONAL (CTP)

Workshop, Dec.16-19/2017 Dubai UAE

Subject: Visit Report

The workshop started for the period of two days, Dec.16-19/2017 in Media Rotana Hotel from 9:00AM to 5:00 PM.

The first hour is the ceremony and welcome to delegates.

The program was presented for this workshop and contains the following activities as planed;

1. Presentation the introduction to ICDL program around the world and Arab countries.
2. The requirements to be CTP candidate, which required the following activities ;
    2.1. Submitting power point lecture with video of 5 minutes to present the benefits and roles of ICDL program CTP candidates.
    2.2. Submitting power point lecture and tutorial of 20 minutes with recoded video.

3. I have submitted the requirement through these two days which are as follows;

    3.1. Submitting power point lecture with video of 5 minutes to present the benefits and roles of ICDL program CTP candidates. It was passed successfully.
    3.2. Submitting power point lecture on one the categories skills which contain the category No.4 (Objectives) and presented the Skill Set of How to teach students to design a table and How to edit and insert data in a file and tutorial of 20 minutes with recoded video. I was passed successfully.

4. The registration for the ICDL CTP candidate is completed with No. Qaysar Mahdy/Ishik Universiity/GCC C17 0822.

5. In order to get the certificate of CTP candidate final examination must be done on Jan, 30, 2018 for the 15 elements described in the CTP Certification Program /Trainers Evidence Record which submitted to us in the first day of the workshop.

5. On the second day, the Director of ICDL from UK submitted us with the certificate of attendance after completion the workshop requirements successfully.

With best regards

Prof. Dr. Qaysar S.Mahdi

IT Services Director