ICDL: Word Processing 2016

North East Scotland College

Venues

Off campus

Content

The Advanced ECDL Word Processing course (Module AM3) is a high-level certification programme through which candidates can demonstrate their ability to use the advanced features of word processing applications to enhance their work, improve productivity and save time. Completion of this module will enable candidates to demonstrate professionalism in the creation, production, review, and distribution of documents. The benefits of this module include:

Allows users to become more confident, efficient and effective in using a word processing application
Proves mastery of the application; Enables users to produce and manage large, complex word processing outputs; Improves user's productivity and saves time; Developed with input from computer users, subject matter experts and practising computer professionals from all over the world.

This process ensures the relevance and range of module content

Start Date

Flexible

Qualification
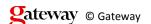
Other

Study Method

Distance and Flexible learning

Course Length

10 months

Department

Computing

Entry Requirements

Contact institution

SCQF Level

6

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse»   «htmlCombinationUCASCode»

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