

## IT in Business - Word Processing and Presentation Apps

North East Scotland College

### Venues

Off campus

### Content

This Unit will be relevant to those who are interested in a career in administration, with a particular focus in document production and presentation.

It will prepare you for producing the standard of document required by today's business world, and will build your skills in both familiar and unfamiliar contexts, developing the skills and knowledge needed to use word processing and presentation packages to aid business communications. On completion of you should be able to:

Produce business documents using word processing software; Perform a mail merge; Evaluate the impact of current legislation in relation to information and equipment; Create a business presentation using presentation software.

2 HN credits at SCQF Level 7: (16 SCQF credit points at SCQF Level 7)

### Start Date

Flexible

### Qualification

Other

### Study Method

Distance and Flexible learning

### Course Length

6 months

### Department

Computing

### Entry Requirements

It would be beneficial if you have achieved a relevant word processing qualification or have recent relevant work experience.

All students are assigned a login to Microsoft Office 365 which includes online access to Microsoft Word 2016 at no extra cost.

## SCQF Level

7

## Progression Routes

«ProgressionRoutes»

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

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Aberdeen City  
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## Website

[www.nescol.ac.uk](http://www.nescol.ac.uk)