Microsoft Office skills

Course aims

- develop skills in Microsoft Word, Excel, Access, PowerPoint and Publisher

- gain an up-to-date nationally recognised qualification

Who is it for?

This course is suitable for anyone who has completed the Digital Literacy First Steps and wants to carry on and develop their Microsoft Office skills.

It is also suitable for anyone who would like to develop their Microsoft Office skills, refresh their knowledge, or a learner who requires a qualification (up to Level 2)

What are the course requirements?

It is also suitable for a learner, who has never used this software before but is computer literate.

Which software is used?

Microsoft Office

How long is the course?

Usually 2 hours a week for 30 weeks

What qualifications are available?

OCR ITQ Level 1 & 2 qualifications
Agored Entry Level qualifications
Agored Level 1 qualifications

Course content

There are a variety of units available which will be selected to suit the individual needs of the learner. Units available are,

Word processing software

Spreadsheet software

Database software

Presentation software

Desktop publishing software

How is the course assessed?

Assessment will take the form of an OCR set assignment or a portfolio of your work which will be accredited by Agored Cymru.

Learners gain credits for each individual unit achieved. Credits can be accumulated towards awards, certificates and diplomas. Sufficient units to gain a Level 1 award will normally take a year.

What next?

Digital Literacy – Skills for Life

ECDL

www.pembrokeshire.gov.uk/learningpembrokeshire
Academic year 2020 - 2021