

## Bespoke ICT Training

### Microsoft Office Applications

### Foundation, Intermediate, Advanced, Single ECDL Module

#### Target Audience & Prerequisites

Bespoke ICT Training in Microsoft Office Applications (2003 or 2007) is designed specifically for those who wish to gain a benchmark in Microsoft Applications to enable them to develop their ICT skills and enhance their career prospects. No prior knowledge of ICT or computer skills is needed to study Microsoft Office Applications although we ask that software for this qualification should be Microsoft Office 2003 as a minimum.

#### Course Outline

The Bespoke ICT Microsoft Office Applications training covers:

- Microsoft Word
- Microsoft Excel
- Microsoft Database
- Microsoft PowerPoint
- Microsoft Outlook, Internet
- Security for IT users
- IT User Fundamentals
- Microsoft Publisher (Not as an ECDL Module)
- Microsoft XP or Microsoft Windows 7 (Not as an ECDL Module)

#### Course Delivery

The course is delivered by ICT BCS qualified tutors either as a 1 day or 2 day course: Support options available:

- In-company or at TCoE on a one-to-one basis or in groups (maximum 6 per group).
- Practice exams for each of the modules are marked and feedback given to the candidate prior to exam entry – ECDL module only.

#### Accreditation & Reward

On successfully completing the required course you can be awarded the BCS ECDL certificate for the appropriate module with possible progression to the ECDL Advanced modules.

<b>Dates:</b>	Flexible enrolment – candidates can enrol at any point in the calendar year.
<b>Venue:</b>	Textile Centre of Excellence or on client premises (details available on request)
<b>Duration:</b>	One day or two days per Microsoft Application depending on candidate ability
<b>Cost:</b>	£340 + VAT per day for members per day (maximum 6 candidates) £400 + VAT per day for non-members per day (maximum 6 candidates)
<b>Contact:</b>	Paul Rogers or a member of the Commercial Services Team



Tel: (01484) 346500

Fax: (01484) 346501

Email: [paulrogers@textile-training.com](mailto:paulrogers@textile-training.com)

Web: [www.textilehouse.co.uk](http://www.textilehouse.co.uk)

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