



Other Courses

Production Process
Electrical Training
Mechanical Training
Planning & Control
Instrumentation
Driver Training
Health & Safety
English Language Course

Computer Skills Training

CST-08-ECDL

Course Title

European Computer Driving License (ECDL) Coaching

Course Duration

Per Client Requirement

Pre-Requisite

Familiar with using computer and has a basic skills of using Microsoft Office applications. Should have Equal Skills or equivalent certification

Course Content

The course covers 7 modules:

- Module 1 Information Technology Concepts
- Module 2 Using Computer & Managing Files
- Module 3 Word Processing
- Module 4 Spreadsheets
- Module 5 Databases
- Module 6 Presentations
- Module 7 Information & Communication

Certification

Training leads to ECDL/ ICDL Certification with external examination

Minimum Delegates Per Course

3

Course Commencing

Available on request

Provider

OPS International Ltd, Manchester

Note: Individual Course Modules available on request to suit all levels



Cert No. 6157

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