



GRŴP COLLEGAU **NPTC** GROUP OF COLLEGES
Datblygu Busnes
Business Development

Inspiring Learning,
Enriching Lives, Delivering Success

International Computer Driving Licence (ICDL) (Part-Time: Online Delivery)

This is an internationally accepted certificate that demonstrates knowledge of basic concepts in IT, such as file management, word processing, spreadsheets, databases, presentation graphics and internet use.

Course Modules

ICDL qualifications comprise a combination of the modules listed below:

- IT user fundamentals
- Internet and email
- Word processing
- Spreadsheet software
- Presentation software
- Database software
- Online collaboration
- Improving productivity
- Project planning
- IT security for users

Additional Costs

Additional cost may apply upon application

STUDY MODE

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LOCATION

Neath College - 03308 188 100

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COURSE LENGTH

1Y

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