Advanced ECDL: Presentations 2007

Length - 60 hours over 10 months

Course Code
Y2NAR

WHO IS THE COURSE FOR?
Our Advanced ECDL Presentations course is ideal for those who wish to acquire in-depth, specialised skills in Presentations. The Advanced ECDL Presentations certification enables candidates to develop and demonstrate their ability to use many of the advanced tools available in standard presentation applications, producing professional, high-impact presentations that support effective communication.

DESCRIPTION
This is a self study course which means you can study at home, workplace or wherever you choose at times that are convenient for you. You do not have any classes to attend.
The Advanced ECDL is a Level 3 qaulification (QCF). This is roughly equivalent to Level 6 in Scotland (SCQF). It is accredited by the British Computer Society (BCS).
Advanced ECDL Presentations (Module AM6) is a certification programme for candidates who wish to create effective, high-impact presentations using advanced features and who need to be able to prove their skills in this area. Advanced ECDL Presentations is an online course using Microsoft PowerPoint 2007 to cover advanced presentation features that will allow you to use the presentation application to its full potential.
Please note that although there are four Advanced ECDL Modules and these can enrolled on, completed and certified independently of each other. You only need to complete all four modules if you choose too.
Individuals with Advanced ECDL Presentations certified skills can:
- Plan and design more effective presentations that have greater impact
- Use advanced features to customise layout and shows
- Use and manipulate pictures, images and drawn objects, charts/graphs in presentations
- Add sophisticated multimedia elements to presentations
- Use the powerful relating tools to link information to other applications
- The guidelines for this module suggest 30 hours of learning before testing.

The materials are provided as web-pages for you to work through online. As you progress through the course materials you will find written explanations of each feature, followed by practical exercises.
You will be supported throughout the course by a specialist Distance Learning Tutor. Your tutor will contact you (via your Aberdeen College email account) within 7-10 working days of receiving your welcome letter and materials. As you progress they will continue to make regular contact to offer support and guidance, usually by e-mail but sometimes by phone, to ensure you are making good progress and to support your learning throughout. Please note that you must be able to study independently through the course materials.

HOW WILL I BE ASSESSED?

An assessment will be carried out in the college assessment centre, when you have completed the course work. The cost of the Advanced Test is £60 payable at the time of booking. Payment can be made in cash at the Assessment Centre Reception in LG10, by cheque made payable to Aberdeen College or by Credit or Debit Card by telephoning the Assessment Centre on 01224 612237.

ENTRY REQUIREMENTS

Prospective students should ideally have the ECDL certification and/or previous experience using computers and common software applications. It is essential that you have previous experience in using a computer, the Windows interface and Windows terminology.

SPECIAL REQUIREMENTS

Please click here for a list of the technical requirements for this course. You must also have the following Microsoft Office 2007 software installed:

- PowerPoint 2007

Please note: Microsoft Works cannot be used or this course

COMMENTS

Aberdeen College has its own dedicated team of Guidance and Advisory professionals for the benefit of both current students and anyone who is interested in becoming a student. Student Guidance and Advisory personnel are available throughout the year and are based in all the College's teaching centres, providing information, advice and confidential support services for all students. They are there to help students make informed decisions regarding their studies, and to help them deal with any difficulties that may arise.

To make an appointment to see a Student Adviser call into **Learner Services Reception** or telephone **01224 612284**. You can request further information by using the online Learner Services Enquiry Form.

Whilst studying with Business Solutions & Part-Time Learning, you will have access to the **College Libraries**, and the **IT Centre**. You will also have technical and administrative support from the **BSPL team**.

This course can be accessed through Blackboard which is Aberdeen College's Virtual Learning Environment (VLE). Through Blackboard you will be able to access your learning materials, information and communicate with other students. A short guide to Blackboard has been provided for your use.

Please note that it is a requirement that all email communication between staff and students is made using college email accounts. This ensures that the college complies with Data Protection legislation and that information is accessed only by authorised users.

The prices quoted on this course leaflet are subject to change at any time so please check current prices when booking on/or enquiring about the course.

COURSE FEES

Residents in Scotland: £132.00

COURSE FEES

Non-residents: £384.00

PROGRESSION ROUTES / CAREER OPPORTUNITIES

Upon completion of this course you should be able to work with and maximise the Microsoft PowerPoint package and have developed skills and knowledge that will set you apart in today's competitive job market.

CONTACT

Information & Booking Centre

Tel: + 44 (0)1224 612000

Email: enquiry@abcol.ac.uk