APPROVED

GS5806: ICDL Word Processing and Spreadsheets

Course Details

Course Code:	GS5806
Course Title:	ICDL Word Processing and Spreadsheets APPROVED
Short Title:	ICDL Word Processing
Course Level::	Level 5
Valid From::	2014
Credits::	5
Owner:	School of Foundation
Assessment Method:	Achievement
Course Aim	To make effective use of a word processing application in order to achieve a pass grade in ICDL Base Modules. To make effective use of spreadsheets in order to achieve a pass grade in ICDL Base Modules.

CILO	
On Completion of this course, the learner will be able to	
#	**Learning Outcome Description**
1	Enter and edit data to a specification in excel.
2	Manipulate data using mathematical and logical formulas using standard spreadsheet functions.
3	Create charts using formatting features to produce documents to a specification using excel.
4	Produce a complex word processed document to specifications.
5	Produce a mail-merged document in word processing.

Requisites
No requisites

Examinations
Assessment Type Examination (Unseen)
Assessment Type Examination (Unseen)

No Other Controlled Assessments

No Uncontrolled Assessments

Affiliated Entities

Entity Code	Entity Title	Entity Version	Entity Type
BBS6015	Diploma in Real Estate	1	Programme
BBS8000	Bachelor of Business	3	Programme
BBS8001	Bachelor of Business (General)	1	Programme
BBS8010	Bachelor of Business: Marketing	3	Programme
BBS8010	Bachelor of Business: Marketing	4	Programme
BBS8070	Bachelor of Business: Human Resource Management	3	Programme
BBS9040	Master of Science (MSc.) in Professional Accounting	1	Programme
BFA7000	Associate Degree in Film and Animation	1	Programme
BFA8800	Bachelor of Film and Animation	1	Programme
BU8010	Bachelor of Business: Marketing V4	1	Programme
BWM6000	Diploma in Web Media	1	Programme
BWM8000	Bachelor of Web Media	2	Programme
DES7000	Associate Degree in Visual Design	1	Programme
DES8000	Bachelor of Visual Design	2	Programme
ENT7020	Associate Degree in Engineering Technology (Mechanical)	2	Programme
ENT7031	Associate Degree in Engineering Technology (Electronics)	2	Programme
ENT7040	Associate Degree in Engineering Technology (Electrical)	1	Programme
ENT7050	Associate degree in Engineering Technology (Electromechanical)	1	Programme
ENT7060	Associate Degree in Engineering Technology (Communications and Networks)	1	Programme
GS0002	General Studies	1	Programme
ICT6010	Diploma in Information and Communications Technology	4	Programme
ICT8010	Bachelor of Information and Communications Technology (Programming Major)	2	Programme
ICT8020	Bachelor of Information and Communications Technology (Management Information Systems Major)	2	Programme
ICT8021	Bachelor of Information and Communications Technology (Information Systems Major)	1	Programme
ICT8030	Bachelor of Information and Communications Technology (Networking Major)	2	Programme
ICT8040	Bachelor of Information and Communications Technology (Database Systems Major)	3	Programme
ICT8050	Bachelor of Information and Communications Technology (Cyber Security Major)	2	Programme
No Code Yet	Bachelor of Visual Design (Updated)	1	Programme
No Code Yet	Bachelor of Web Media (Updated)	1	Programme
No Code Yet	Copy Of Associate Degree in Engineering Technology (Communications and Networks)	1	Programme
No Code Yet	test Bachelor of Information and Communications Technology	1	Programme
TBC	To be deleted	1	Programme
ELE1	Electives 1	1	Group
ELE2	Electives 2	1	Group