PC Passport (NPA)

UHI Argyll

Venues

Arran Centre
Campbeltown Centre
Dunoon Centre
Helensburgh Centre
Islay Centre
Lochgilphead Centre and CERC
Oban Centre
Rothesay Centre

Content

You'll study 3 SQA Units

Web Apps: Word Processing
Learn how to use the complex editing, formatting, layout, review, automation and proofing features of Microsoft Word and how to collaborate on, and produce a complex Word document.

Web Apps: Spreadsheets
Learn how to use the complex features of Microsoft Excel including Macros and Data Validation. In this unit you will be supported by your lecturer to structure a complex spreadsheet and analyse data, use complex functions, rectify routine errors and use a cloud service for collaboration. You will also learn about data security requirements and procedures.

Web Apps: Presentations
In this unit you will learn how different types of media and charts can be embedded in a presentation and how to use advanced editing, design, transition and animation functions in Microsoft PowerPoint. You will also learn how to share and collaborate on presentations. Your lecturer will support you to identify target audiences for presentations and how to ensure you match your presentation to its key objectives as well as using complex multimedia elements to enhance information.

Start Date

September, January

Qualification

Other

Study Method

Part time (day)

Course Length

1 year

Department

Business and Computing

Entry Requirements

3 subjects at National 5, preferably including a computing related subject.

SCQF Level

6

SCQF Points

«SCQFPoints»

Progression Routes

Relevant HNC

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

Address

West Bay
Dunoon
Argyll
PA23 7HP

Website

www.argyll.uhi.ac.uk