

Office Applications

Argyll College UHI

Venues

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

Content

Each course will concentrate on one office application, for example:

Word processing (Word), Spreadsheets (Excel), Databases (Access), Presentations (PowerPoint)
Email (Outlook).

Microsoft Office will be used as the medium of teaching, but the skills you learn will be transferrable to any freely-available software package such as Open Office.

Start Date

Contact local centre

Qualification

College Cert

Study Method

Part time (evening)

Course Length

10 weeks

Department

Computing and IT

Entry Requirements

No formal entry requirements

Address

West Bay
Dunoon
PA23 7HP

Website

www.argyll.uhi.ac.uk