

# PC Passport

SCQF Level 5



## What skills will you gain?

The PC Passport provides learners with up-to-date knowledge and skills in a range of popular IT software, such as Office 365. You will gain the understanding and knowledge to use these packages with confidence.

Learners will improve skills in key areas such as word processing, spreadsheets and presentation software, preparing them for employment and further study.

## Entry requirements?

You will have a basic understanding of Microsoft packages and will be looking to use them more effectively.

You should also have 3 qualifications at National 4, including a literary subject. Entry to this course requires a satisfactory reference.

## How and where will I study?

This programme of study is available through the Highland Council Virtual School timetable and is delivered via Google hangouts or Brightspace, a virtual learning platform. Delivery starts in June.

## Where will it take me?

You may wish to progress on to various other ICT or computer related courses available through West Highland College UHI

## How do I apply?

The senior phase programme offered at West Highland College UHI is embedded in your option choices at school. Once you have decided on the course you would like to apply for, you will apply online. Please speak to your school guidance teacher for more information.

**Visit:** <https://www.whc.uhi.ac.uk/schools/>

