

IT Courses



AVAILABLE AT
PERTH COLLEGE UHI
LEARNING CENTRES

www.perth.uhi.ac.uk

Perth College is a registered Scottish charity, number SC021209.



University of the
Highlands and Islands
Perth College

Introduction	1
Access to ECDL/Information Technology 2.....	6
Advanced ECDL – Database	18
Advanced ECDL – Presentation.....	18
Advanced ECDL – Spreadsheets	17
Advanced ECDL – Word Processing.....	17
Beginners’ Guide to Publisher	4
Carry on Computing.....	3
ECDL Essentials (Level 4).....	10
ECDL Extra (Level 4).....	11
Effective PC Management.....	4
Information Technology 1	5
Intermediate Microsoft Access.....	16
Intermediate Microsoft Excel	15
Intermediate Microsoft Powerpoint.....	16
Intermediate Microsoft Word.....	15
Introduction to Microsoft Access	8
Introduction to Microsoft Excel.....	7
Introduction to Microsoft Powerpoint	9
Introduction to Microsoft Publisher	8
Introduction to Microsoft Word	7
IT in Business – Databases.....	14
IT in Business – Advanced Database	21
IT in Business – Desktop Publishing	14
IT in Business – Spreadsheets	13
IT in Business – Advanced Spreadsheets	20
IT in Business – Word Processing and Presentation Applications.....	12
IT in Business – Advanced Word Processing.....	19
Welcome to Computing.....	2
You’ve Got Mail	3



Perth College UHI

Learning Centre IT Courses

This booklet tells you all you need to know about our IT courses: what you will learn; entry requirements; how long courses take and the courses you can do next.

Whether you're a complete beginner or working at advanced level; studying for pleasure or to gain a qualification, you'll find something to help improve your knowledge and skills. All our courses are based on Windows XP and Microsoft Office 2007. Some courses may require additional software. There are 3 main ways you can study:

Tutor-led

Learn in the classroom with a tutor. Available at beginners' level over a set number of weeks.

Open Access

Once you have the skills and confidence to move on from our beginners' courses you can study by open access allowing you to decide where and when to learn.

You will be given a maximum time in which to complete your course. The more often you attend, the quicker you'll finish. Many students combine learning in the centre with time on their own computer at home or work. If you wish to do this, please bring a USB pen drive/memory stick to store your work.

Distance Learning

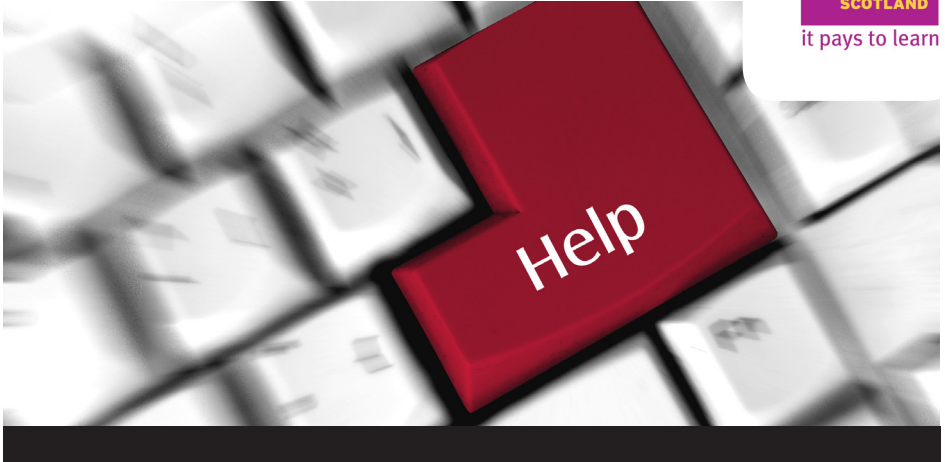
This allows you to complete your course at home or in the workplace, whenever you want without the need to attend the learning centre, except for assessments.

Tutor Support

You'll get full tutor support, no matter which way you study. If you're working on an open access course in the learning centre you'll get initial support from staff in the Learning Centre, then extended support from the tutors at Perth College. The link to the College (called NetMeeting) allows you to benefit from one-to-one tuition whenever you need it. All course work and assignments are submitted and returned by e-mail.

If you're studying by distance learning you can contact your tutor by telephone or e-mail whenever you need support.

ILA funding can be used for all of our IT courses.
To find out more, call **0808 100 1090** or visit
www.ilascotland.org.uk



Taught Classes

Welcome to Computing (Level 1)

A tutor-led course specifically aimed at anyone who has never used a computer before.

Course content includes:

- Getting started: the keyboard and mouse; starting up and shutting down the computer; finding and starting programmes
- The Internet: using Internet Explorer; Internet Service Providers; using search engines
- E-mail: what it is; how to use it; the address book; sending attachments
- Basic Word Processing: formatting text; cut and paste; copy and paste; printing and saving documents
- What is Windows: files and folders; disks and drives

Entry requirements: None

Certification: None

Duration: 8 weeks, 2 hours per week

Next steps: Carry on Computing

You've Got Mail (Level 1/2)

A tutor-led course specifically for those who would like to learn a little bit more about using the Internet and e-mail more effectively as well as downloading photographs from digital cameras.

Course content includes:

- Creating and managing web-based e-mail accounts
- Effective use of the internet (finding information, security awareness)
- Downloading and managing images

Entry requirements: None

Certification: None

Duration: 8 weeks, 1.5 hours per week

Next steps: Carry on Computing

Carry on Computing (Level 2)

A tutor-led course aimed at those with very limited experience of using a computer who'd like to find out how to use it more effectively in the home.

Course content includes:

- Word processing: tables; bullet points; page breaks
- Newsletters: creating, planning; layout; headings; titles; inserting graphics
- Mail-merge: sending the same letter to many recipients; creating mailing labels
- Spreadsheets: entering data; basic formulae; formatting
- Household accounts using spreadsheets
- E-mail: managing your mail box; attachments; creating signatures; message priority
- Internet: setting a home page; security; favourites and history folders; computer viruses and spam

Entry requirements: Some experience of using a PC, particularly Word or completed Welcome to Computing

Certification: None

Duration: 8 weeks, 2 hours per week

Next steps: Any level 3 course.

Effective PC Management (Level 2)

A tutor led course for those who want to find out how their PC works and how to keep it up to date as well as keeping themselves and their personal data safe.

Course content includes:

- Internet safety: Parental Control Software; Pop Ups and Blockers; Internet History and Temporary Internet Files; firewalls; anti-virus software
- Patches and maintenance: automatic and manual updates; spyware
- Hardware and software installation: USB Devices; CD/DVD backups
- Troubleshooting: common error messages; driver errors; online help

Entry requirements: Some experience of using a PC

Certification: None

Duration: 8 weeks, 2 hours per week

Next steps: Any level 3 course

Beginners' Guide to Publisher (Level 2)

A taught class for anyone wanting to create attractive publications for home, club or small business use.

Course content includes:

- The basics of desktop publishing
- Creating publications using standard templates
- Using font and colour schemes
- Working with graphics
- Using the design gallery

Entry requirements: Some experience of using a PC, with particular emphasis on MS Word

Certification: None

Duration: 5 weeks, 2 hours per week

Next steps: Any level 3 course

Open Access Courses

Information Technology 1 (Level 2)

For inexperienced users and those who need a very simple introduction to the main elements of Microsoft Office, whether for home or business.

Course content includes:

- Word Processing: opening, saving and closing documents; typing text; word wrapping; editing and formatting text; formatting paragraphs
- Spreadsheets: entering data in cells; formatting text and formatting cells; simple formula building; working with rows and columns
- Database: entering data in tables; changing and adding records; creating basic queries and reports
- File Management: creating folders; copying and moving files and folders; renaming files and folders; arranging icons by name

Students who successfully complete this course will receive accreditation for Higher Still Core Skills in Information Technology at Intermediate Level 1.

Entry requirements: Basic understanding of Windows and text editing

Certification: SQA National Qualifications module certificate (IT1)

Duration: 40 hours over 20 weeks, open access or distance learning

Next steps: Information Technology 2

Access to ECDL/Information Technology 2 (Level 3)

This course is designed for those with some previous computer knowledge, ideally as a follow-on from Information Technology 1.

You will learn how to use an IT system effectively and perform more complex processes using a range of application packages. The focus of this unit is the development of transferable skills and knowledge associated with information technology and is an ideal starting point for anyone interested in completing the European Computer Driving Licence, but who does not have the appropriate level of skill.

Course content includes:

- Word Processing: proofing documents; page setup; headers and footers; text boxes; working with graphics and images
- Spreadsheets: working with cells, rows and columns, creating, designing and amending charts; sorting and filtering data
- Databases: creating and modifying tables; working with queries; designing reports
- Internet: basic browser skills; searching; saving and downloading web content; printing web pages
- IT systems: finding applications; back-ups; computer viruses

Students who successfully complete this course will receive accreditation for Higher Still Core Skills in Information Technology at Intermediate Level 2.

Entry requirements: Information Technology 1 or previous experience of MS Word, Excel and Access

Certification: SQA National Qualifications module certificate (IT2)

Duration: 40 hours over 20 weeks, open access or distance learning

Next steps: ECDL or any level 4 course

Introduction to Microsoft Word (Level 3)

For those who want to find out more about this word processing package and be able to produce professional word processed documents. This course will provide the background knowledge for more advanced level courses in Word.

Course content includes:

- Basic word processing features
- Saving, opening and closing documents
- Basic text formatting
- Basic paragraph formatting
- Quick styles and style sets
- Proofing documents
- Printing documents

Entry requirements: Familiarity with Windows

Certification: Perth College Certificate

Duration: 40 hours over 20 weeks, open access or distance learning

Next steps: Intermediate Microsoft Word

Introduction to Microsoft Excel (Level 3)

For those who want to find out more about this spreadsheet package and be able to keep and present statistical or financial records effectively. This course will provide the background knowledge for more advanced level courses in Excel.

Course content includes:

- Basic spreadsheet skills
- Opening, saving and closing workbooks
- Cell referencing
- Autosum and autofill
- Formatting numbers
- Formatting cells and cell alignment
- Edit, Undo, Cut, Copy and Paste
- Proofing and Previewing Workbooks
- Page Layout
- Printing Workbooks

Entry requirements: Familiarity with Windows and an understanding of text editing techniques

Certification: Perth College Certificate

Duration: 40 hours over 20 weeks, open access or distance learning

Next steps: Intermediate Microsoft Excel

Introduction to Microsoft Access (Level 3)

For those who want to find out more about how databases work and be able to store, query and report on information. This course will provide the background knowledge for more advanced level courses in Access.

Course content includes:

- Understanding Databases
- Basic Database Skills
- Finding and Replacing Data
- Sorting and Filtering Records
- Designing and creating tables
- Relationships
- Creating queries, forms and reports

Entry requirements: Familiarity with Windows and an understanding of text editing techniques

Certification: Perth College Certificate

Duration: 40 hours over 20 weeks, open access or distance learning

Next steps: Intermediate Microsoft Access

Introduction to Microsoft Publisher (Level 3)

This course provides a thorough grounding in the basics of using a desktop publishing package to produce publications such as posters, business cards, newsletters etc.

Course content includes:

- Saving, opening and closing publications
- Adding and formatting text
- Simple paragraph formatting
- Drawing and filling shapes
- WordArt
- Inserting pictures
- Working with tables
- Creating a flyer
- Printing and page setup

Entry requirements: Familiarity with Windows and an understanding of text editing techniques

Certification: Perth College Certificate

Duration: 40 hours over 20 weeks, open access or distance learning

Next steps: IT in Business – Desktop Publishing

Introduction to Microsoft Powerpoint (Level 3)

For those who want to find out more about this presentation software and be able to create attractive and dynamic presentations. This course will provide the background knowledge for more advanced level courses in Powerpoint.

Course content includes:

- Basic PowerPoint features
- Slide layouts and placeholders
- Saving, opening and closing presentations
- Themes
- Basic text formatting
- Illustrations and drawing tools
- Setting slide transitions
- Setting up a slide show and rehearsing timings
- Using a pen in a slide show
- Printing presentations and handouts

Entry requirements: Familiarity with Windows and an understanding of text editing techniques

Certification: Perth College Certificate

Duration: 40 hours over 20 weeks, open access or distance learning

Next steps: Intermediate Microsoft Powerpoint

ECDL Essentials (Level 4)

ECDL Essentials is an excellent introduction to the world of IT, with units covering the fundamentals of using IT, with a particular focus on the first steps in using a computer, explanations of the internet and email and how they can be used safely and productively.

Course content includes:

Using Email and the Internet - This unit helps you understand how to use internet and email in a safe and secure way. It explains key terms and builds a knowledge of the fundamentals of computer security, and how to start browsing the internet and using email.

Security for IT Users - The Security for IT Users unit will provide you with an essential understanding of how to use a computer in a safe and secure manner, protecting your data and that of other users.

IT User Fundamentals - IT User fundamentals builds your confidence by teaching basic interaction with computers, from start up to productive use and basic computer house-keeping.

Entry requirements: You should be an experienced user of all elements of Microsoft Office or have completed IT2.

Certification: British Computer Society Certificate.

Duration: 65 hours over 30 weeks, open access and distance learning.

Next steps: ECDL Extra; Advanced ECDL in Word Processing, Spreadsheets, Databases or Powerpoint; IT in Business – Advanced Word Processing; Spreadsheets or Databases.

ECDL Extra (Level 4)

ECDL Extra builds on basic knowledge and will improve your understanding of computer applications including word-processing, spreadsheets and presentation software.

Course content includes:

Word Processing - This unit develops your ability to create word-processed documents, entering text, editing and formatting work and using graphs, tables and pictures for a professional finish. you'll also understand how to work more effectively using tools such as the spell-checker and mail merge.

Spreadsheet Software - This unit will help you develop a working knowledge of spreadsheets from entering data and formatting worksheets through to creating charts and producing high quality documents.

Presentation Software - The Presentation Software unit introduces you to this important means of business communication. Upon completion, you'll be capable of producing high quality presentations using a variety of tools including charts, graphs and drawn objects.

Improving Productivity Using IT - This unit looks at using tools to help save time and effort when producing word-processed documents, presentations and spreadsheets.

Certification: British Computer Society Certificate.

Duration: 120 hours over 52 weeks, open access and distance learning.

Next steps: Advanced ECDL in Word Processing, Spreadsheets, Databases or Powerpoint; IT in Business – Advanced Word Processing; Spreadsheets or Databases.

IT in Business – Word Processing and Presentation Applications (Level 4)

For anyone who wants to develop skills and knowledge in word processing and presentation packages to help business communication. This course is particularly useful for anyone seeking employment in administration, where document production and presentation are important. This course can be undertaken as a stand alone unit or as part of the HNC in Administration and Information Technology.

Course content includes:

- Using word processing skills to produce complex business documents
- Working with graphics; mail merge; tables; forms; referencing; macros
- Using word processing knowledge and techniques
- Organisational house styles; templates
- Creating Microsoft PowerPoint presentations
- Security and confidentiality of information and equipment in the working environment
- Relevant legislation – data protection, copyright etc; computer security
- House styles and guidelines

Entry requirements: IT2 or ECDL module 3. You should have a good working knowledge of MS Word and Powerpoint. Good keyboard skills will be key to completing this credit

Certification: SQA Higher National Unit (Double Credit)

Duration: 80 hours over 40 weeks, open access or distance learning

Next steps: IT in Business – Advanced Word Processing or Advanced ECDL Word Processing

IT in Business – Spreadsheets (Level 4)

An introduction to the features and functions of a spreadsheet for practical and effective use in an office environment. This course can be undertaken as a stand alone unit or as part of the HNC in Administration and Information Technology.

Course content includes:

- Basic spreadsheet skills
- Formatting text and cells; working with styles; ranges; worksheets; sorting data; headers and footers; printing
- Formulae and functions
- Cell referencing; logical functions; database functions; counting; conditional formatting
- Consolidation
- Referencing cells in other worksheets; 3-D formulae/functions
- Using named ranges, comments and workbook security
- Charts
- Statistical analysis

Entry requirements: IT2 or ECDL module 4. You should have a good working knowledge of MS Excel

Certification: SQA Higher National Unit

Duration: 40 hours over 20 weeks, open access or distance learning

Next steps: IT in Business – Advanced Spreadsheets or Advanced ECDL Spreadsheets

IT in Business – Databases (Level 4)

Develop an understanding of database management software and the use of databases in business to help in the decision making process, of particular interest to anyone interested in a career focussing on information management. This course can be undertaken as a stand alone unit or as part of the HNC in Administration and Information Technology.

Course content includes:

- Introduction to Relational Database Design
- Designing a database; primary keys; field properties; relationship modelling; referential integrity
- Inputting and storing data
- Working with fields; setting field properties; working with forms; wildcards
- Using the database to gather and present information
- Working with queries; reports; using wizards; creating totals; groupings

Entry requirements: IT2 or ECDL module 5. You should have a good working knowledge of MS Access

Certification: SQA Higher National Unit

Duration: 40 hours over 20 weeks, open access or distance learning

Next steps: IT in Business – Advanced Database or Advanced ECDL Database

IT in Business – Desktop Publishing (Level 4)

Develop the skills and knowledge needed to design and produce detailed publications using desktop publishing software. This course is suitable for anyone who would like to develop greater competence in document design, layout and production. This course can be undertaken as a stand alone unit or as an optional credit for the HNC in Administration and Information Technology.

Course content includes:

- Planning and creating a publication
- Text formatting; borders and shadows; text boxes; overflow text; widows and orphans; tables; watermarks, page numbering; images; text wrapping
- The four elements of page design
- Health and Safety Legislation; Data Protection Act; Copyright

Entry requirements: IT2, Introduction to MS Publisher. You should have a basic understanding of Microsoft Publisher.

Certification: SQA Higher National Unit

Duration: 40 hours over 20 weeks, open access or distance learning

Next steps: None at present

Intermediate Microsoft Word (Level 4)

For those who want to improve their understanding of this software package without gaining a recognised qualification.

Course content includes:

- More advanced editing techniques
- Tabs and special indents
- Tables
- Page setup and backgrounds
- Headers and footers
- Columns and hyphenation
- Text objects
- Working with illustrations and graphics
- Mail Merge, envelopes and labels

Entry requirements: Introduction to MS Word or IT2

Certification: Perth College Certificate

Duration: 40 hours over 20 weeks, open access or distance learning

Next steps: Advanced ECDL – Word Processing; IT in Business Advanced Word Processing

Intermediate Microsoft Excel (Level 4)

For those who want to improve their understanding of this software package without gaining a recognised qualification.

Course content includes:

- Working with charts – design, layout, format and themes
- Find and replace
- Sort and filter
- Defined names
- Functions: date; logical; information; financial
- Adding Comments
- Headers and footers
- Illustrations, text boxes and WordArt

Entry requirements: Introduction to MS Excel or IT2

Certification: Perth College Certificate

Duration: 40 hours over 20 weeks, open access or distance learning

Next steps: Advanced ECDL – Spreadsheets; IT in Business Advanced Spreadsheets

Intermediate Microsoft Access (Level 4)

For those who want to improve their understanding of this software package without gaining a recognised qualification.

Course content includes:

- Modifying tables in datasheet view
- Modifying tables in design view
- Working with queries in design view
- Make table and append queries
- Update and delete queries
- Modifying a form in layout view
- Creating forms in design view
- Report design
- Managing databases: compact and repair; backup and restore

Entry requirements: Introduction to MS Access or IT2

Certification: Perth College Certificate

Duration: 40 hours over 20 weeks, open access or distance learning

Next steps: Advanced ECDL – Database; IT in Business Advanced Database

Intermediate Microsoft Powerpoint (Level 4)

For those who want to improve their understanding of this software package without gaining a recognised qualification.

Course content includes:

- Editing presentations
- Headers and footers
- Paragraph formatting
- Text boxes and WordArt
- Bullets and Numbering
- Creating PowerPoint Tables
- Slide, Handout and Notes Masters
- Animation Effects
- Drawing Objects
- Charts; Organisation Charts
- Hidden slides

Entry requirements: Introduction to MS Powerpoint

Certification: Perth College Certificate

Duration: 40 hours over 20 weeks, open access or distance learning

Next steps: Advanced ECDL – Presentations

Advanced ECDL – Word Processing (Level 5)

For anyone who uses a word processing application to prepare reports, newsletters and forms, Advanced ECDL demonstrates higher level computer skills, confidence, competence and efficiency to employers.

Course content includes:

- Editing: Text; paragraphs: templates; collaborative editing
- Layout; Master documents: table of contents; sections; columns
- Document organisation: Referencing; field codes; footnotes and endnotes; security
- Document elements: Tables; forms; text boxes; incorporating spreadsheets; images and captions
- Special tools: Mail merge; macros

Entry requirements: You should be a very experienced user of Word before undertaking this course. ECDL; IT in Business – Word Processing and Presentations or Intermediate MS Word would all provide a starting point in gaining this knowledge

Certification: British Computer Society Certificate

Duration: 40 hours over 20 weeks, open access and distance learning

Next steps: None

Advanced ECDL – Spreadsheets (Level 5)

For anyone who manipulates and analyses data or prepares reports. Advanced ECDL demonstrates higher level computer skills, confidence, competence and efficiency to employers.

Course content includes:

- Data: Display: protection; security
- Data handling: Filtering; linking; templates; charts; functions
- Pivot Tables
- Scenarios
- Auditing
- Special tools: Macros; custom toolbar buttons

Entry requirements: You should be a very experienced user of Excel before undertaking this course. ECDL; IT in Business – Spreadsheets or Intermediate MS Excel would all provide a starting point in gaining this knowledge.

Certification: British Computer Society Certificate

Duration: 40 hours over 20 weeks, open access and distance learning

Next steps: None

Advanced ECDL – Database (Level 5)

For anyone who uses a database to manage, store, query and report on information. Advanced ECDL demonstrates higher level computer skills, confidence, competence and efficiency to employers.

Course content includes:

- Tables and relationships: Specifying Field Properties; Field Sizes and Input Masks; Data Validation
- Relationships: One-to-one, one-to-many, many-to-many
- Types of queries: Update and delete; make-table and append; multitable select queries; parameter
- Forms and reports
- Automation

Entry requirements: You should be a very experienced user of Access before undertaking this course. ECDL; IT in Business – Databases or Intermediate MS Access would all provide a starting point in gaining this knowledge.

Certification: British Computer Society Certificate

Duration: 40 hours over 20 weeks, open access and distance learning

Next steps: None

Advanced ECDL – Presentation (Level 5)

For anyone who uses Powerpoint to create effective and striking presentations. Advanced ECDL demonstrates higher level computer skills, confidence, competence and efficiency to employers.

Course content includes:

- Presentation planning
- Slide masters and templates
- Graphical objects
- Charts and diagrams
- Multimedia: Movies and sound; animation
- Managing presentations: Custom shows; slide show settings; slide show control

Entry requirements: You should be a very experienced user of Powerpoint before undertaking this course. ECDL; IT in Business – WP and Presentations or Intermediate MS Powerpoint would all provide a starting point in gaining this knowledge.

Certification: British Computer Society Certificate

Duration: 40 hours over 20 weeks, open access and distance learning

Next steps: None

IT in Business – Advanced Word Processing (Level 5)

Develop and apply advanced word processing skills to assist in the production of business related documents. Suitable for anyone wishing to gain advanced skills in document management and processing.

Course content includes:

- Advanced text editing, paragraph editing including styles; shading, borders, widows and orphans
- Formatting, including multi-level numbering and advanced columnar work
- Creation and use of templates
- Master documents including sub documents
- Track changes within documentation
- Use of section breaks, multi-level table of contents and indexing
- Macros and autotext
- Referencing, endnotes, footnotes, captions, bookmarks
- Production of advanced tables and on-line forms including field codes
- Integration of data and files from other software including database and spreadsheet data
- Working with multiple documents
- Text boxes
- Advanced mail-merge using merge criteria
- Macros run, copy, assign to custom button
- Use of drawing tools
- Print using selective criteria
- Customisation of package
- Complete headers and footers with watermarks

Entry requirements: IT in Business – Word Processing and Presentation; Intermediate Word; ECDL

Certification: SQA Higher National unit

Duration: 40 hours over 20 weeks

Next steps: None at present

IT in Business – Advanced Spreadsheets (Level 5)

(Only available as part of an HND)

Alternative Course: Advanced ECDL - Spreadsheet (Level 5)

For those who need spreadsheet skills to manage, analyse and forecast data. Suitable for anyone who'd like to be proficient in advanced spreadsheet features and techniques.

Course content includes:

- Use data validation, eg limit dates, maximum number
- Linked objects, eg word processed reports and presentations
- Use advanced formatting features – complex conditional formatting
- Create templates
- Create macros
- Forecasting: scenario tables, scenario summary solver, goal seek, report manager
- Pivot tables to summarise data
- Complex consolidations – eg profit and loss statements
- Scatter diagrams
- Time series analysis
- Trend forecasting

Entry requirements: IT in Business – Spreadsheets; Intermediate Excel; ECDL

Certification: SQA Higher National unit

Duration: 40 hours over 20 weeks

Next steps: None at present

IT in Business – Advanced Database (Level 5)

(Only available as part of an HND)

Alternative Course: Advanced ECDL - Database (Level 5)

Develop an understanding of complex database design. Ideal for anyone moving into managerial positions where storage and analysis of information is becoming increasingly important.

Course content includes:

- Analysing and evaluating the problems of a flat-file database
- Analysing and evaluating how a relational database will remove the identified problems
- Redesign flat structure database into relational structure
- Use complex design principles to enhance data integrity and security of the database
- Explain how and why the database management system provides facilities for the repair, conversion and compacting of existing databases
- Import data from an external source including from another application and use hyperlinks
- Design and use switchboards to ease movement through the database
- Design and use a multi-table form for the inputting of data
- Create and use a parameter query
- Create and use a totals query
- Create and use make-table query
- Create and use calculated fields
- Justify use of each query/calculated field

Entry requirements: IT in Business – Database, ECDL, Intermediate Access

Certification: SQA Higher National unit

Duration: 40 hours over 20 weeks, open access and distance learning

Next steps: None at present

How our courses fit together



BEGINNERS'

Welcome to Computing

You've Got Mail

Carry on Computing

Effective PC Management

Beginners' Guide to Publisher

IT 1

ADVANCED

IT 2/Access to ECDL

Introductory College Certificates

ECDL

IT in Business HN Units

Intermediate College Certificates

Advanced ECDL

Advanced IT in Business HN Units

Contact

Blairgowrie Learning Centre

The Recreation Centre
Beeches Road
Blairgowrie
PH10 6PN
pc.blairgowrie@perth.uhi.ac.uk
Tel 01250 875002

Crieff Learning Centre

Lodge Street
Crieff
PH7 4DW
pc.crieff@perth.uhi.ac.uk
Tel 01764 657106

Kinross Learning Centre

Swansacre
Kinross
KY13 8TE
pc.kinross@perth.uhi.ac.uk
Tel 01577 863863

Pathways Learning Centre

65-69 South Street
Perth
PH2 8PD
pc.pathways@perth.uhi.ac.uk
Tel 01738 445255

www.perth.uhi.ac.uk



University of the
Highlands and Islands
Perth College

The information in this publication is for your guidance only and is subject to change as part of our policy of continuous improvement.