

The following courses are available to study part-time/flexibly so that you can fit your studies around your personal or work commitments.

Courses (Day, Evening and Open Learning Options)

| iPad Courses |
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| Getting Started with iPads |
| iPad: The next steps |
| iPad: Improvers |
| iPad: Intermediate Level |
| iPad: Advanced Level |
| Introduction to iPad Photography |
| iPad Photography: Image Editing |
| iPad Photography: Advance Image Editing |
| iPad Video: Capture, Edit and Share |
| iPad: Working and Studying Remotely |
| Computing |
| Computing – Intermediate Level |
| Spreadsheets: An Introduction |
| Word Processing: An Introduction |
| Support for IT, Job Seeking and Learning |
| ECDL |
| European Computer Driving Licence Group Award |
| European Computer Driving Licence Level 1 |
| European Computer Driving Licence Level 2 |
| Advanced ECDL |
| Advanced Word Processing |
| Advanced Spreadsheets |
| Advanced Database |

| Sage Accounting |
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| Getting Started with Sage Accounting Software |
| Using Sage Financial Accounting Software (PDA* Book-Keeping/Financial Accounting) |
| Payroll (PDA Book-Keeping) |
| Accounting |
| Preparing Financial Statements (PDA Financial Accounting) |
| Recording Financial Information (PDA Financial Accounting) |
| Management Accounting using IT (PDA Management Accounting) |
| Cost Accounting (PDA Management Accounting) |
| Business and Essential Skills |
| Databases – (PDA IT in Business) |
| Spreadsheets – (PDA IT in Business) |
| Word Processing and Presentation Applications (PDA IT in Business) |
| Office Administration (PDA in Office Administration) |
| Digital Technologies for Administrators (PDA in Office Administration) |
| Personal Development Planning (PDA in Office Administration) |
| Databases – Advanced (PDA IT in Business) |
| Spreadsheets – Advanced (PDA IT in Business) |
| Word Processing and Presentation Applications (PDA IT in Business) |

*(PDA) Professional Development Award

For more information, please contact:

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