



**Education & Children's Services**  
**Improving Lives Together**  
Ambition | Compassion | Integrity



# Course Choice Information – NPA PC Passport – Levels 4, 5 & 6

## Course Information & Content

The NPA PC Passport provides learners with up-to-date knowledge and skills in a range of popular IT software, such as Office 365. Learners will improve skills in key areas such as word processing, spreadsheets and presentation software, preparing them for employment and further study. The course is made up of three units:

### Presentation

The presentation unit will teach pupils how to create effective and professional PowerPoint Presentations. Pupils will consolidate basic knowledge as well as progressing to move advanced skills, such as creating their own slide designs.

### Word Processing

As with the presentation unit, pupils will consolidate prior learning and use of Word and then further develop their skills by using advanced features of the software.

### Spreadsheets

Pupils will learn how to format and layout their sheets as well as gaining knowledge of the use of formulae and chart making.

### Assessment

The course is continually assessed through ongoing work and successful completion of all outcomes, at an appropriate level, across all three units.

### Homework

Homework will be set as necessary throughout the course to complement the work being done in the classroom. Access to a computer would be beneficial for pupils to access their materials at home

### Progression

N5 Computing Science | NPA Digital Media Level 4-5 | NPA Games Development Level 4-5 | HNC/D courses at College including Computing, Administration and IT

### Career Options

Almost any modern career benefits from Computing and I.T. skills and understanding key pieces of administrative software. Specific areas might include:  
Secretarial jobs |Administration |Data researcher |Sales rep |Journalism or advertising |HR |Publications |  
Accountancy |Social Media Analyst |Database Administrator |Online Media |Teaching and lecturing  
Business management |Financial and budgeting roles.

[More Information - SQA](#)

