Gain an IT Qualification

CAPOD offers the opportunity to achieve a recognised industry standard qualification through the Microsoft Office Specialist (MOS) Certification programme. A MOS certification is a valuable credential to validate your desktop computer skills based on the Microsoft Office suite of programs (for Windows).

Certifications are available in each of the main Office applications and are achieved at graduated levels of Specialist, Expert and Master.

For full details on the programme including eligibility and how to register, see the MOS site on: www.st-andrews.ac.uk/itsupport/help/training/mos

Develop skills to improve productivity

CAPOD offers learning opportunities to develop your information and IT skills, for personal development and to help you work and study more effectively.

Training is delivered through a variety of approaches including instructor-led courses and on-line materials.

Bespoke customised sessions are also available for units or Schools by arrangement. Get in touch to discuss your needs.

We also offer the opportunity to accredit your IT skills and gain a recognised IT qualification through the Microsoft Office Specialist Certification programme.

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St Andrews, Fife KY16 9AJ, Scotland, UK

E: it-training@st-andrews.ac.uk
T: 01334 462591
W: www.st-andrews.ac.uk/itsupport/help/training

The University of St Andrews is a charity registered in Scotland, No: SC013532
Using Technology Effectively
The standard rolling program of training courses available covers a wide range of essential IT skills including:

- Word processing
- Spreadsheets
- Presentation software
- Databases
- Email efficiency

Specialist software training is also available, including:
- LaTeX
- Digital media

Participant feedback

“The ratio between time invested and knowledge gained is excellent.”

Instructor-led Courses
The current training program has been developed to support the main desktop productivity software suite, Microsoft Office. These courses take place in PC classrooms and are limited to a relatively small number of places to ensure adequate support and are repeated at frequent intervals throughout the year.

- open to all University staff and those students on research post-graduate programmes
- courses are available covering the main Office applications and offer a wide range of topics and skills in Word, Excel, PowerPoint, Access and Outlook. See the IT Training webpages for the full course catalogue (address overleaf)
- the emphasis is on efficient use of the software as well as skills training and will transform how you work, helping you create more effective documents more quickly

- highly interactive teaching style; learn by doing
- listings of scheduled or upcoming courses and booking are available through the online booking system, PDMS

Online Resources
CAPOD administers the University’s subscription to the Microsoft IT Academy. The IT Academy gives access to Microsoft multimedia e-learning courses. These multimedia courses are self-directed learning offering beginner, intermediate and advanced level courses for the full Office suite of programs as well as other titles including Publisher, Visio and more.

These resources are available to everyone in the University. See the IT Academy webpage for information about accessing these resources.