

## Office Administration (PDA)

Perth College UHI

### Venues

Virtual Learning Environment (VLE)

### Content

This professional development award is aimed at those working in an office administration role and aims to further develop knowledge and experience gained from the workplace.

This award will help you to develop technical and administrative knowledge relevant to current administrative practice, develop personal effectiveness skill and customer care skills. You will also improve your communication and presentation techniques using IT and develop an awareness of legal and regulatory requirements in an administration environment.

You can go on to complete other PDAs and work towards HNC Administration and Information Technology.

### Start Date

September, January

### Qualification

Other

### Study Method

Blended learning  
Distance and Flexible learning  
Part time (day)

### Course Length

1 year

### Department

Computing and IT

### Entry Requirements

Generally entry is open to any applicant who can demonstrate, by formal qualification or experience, a reasonable expectation of successfully completing the award. It would be beneficial for students to be competent in communication and IT skills to SCQF Level 5 and possess good personal and interpersonal skills.

### SCQF Level

7

## SCQF Points

«SCQFPoints»

## Progression Routes

HNC Administration and Information Technology.

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

Crieff Road  
Perth  
PH1 2NX

## Website

[www.perth.uhi.ac.uk](http://www.perth.uhi.ac.uk)