

Office Administration (PDA)

Shetland College UHI

Venues

Main Campus

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

Flexible

Qualification

Other

Study Method

Distance and Flexible learning
Part time (day)

Course Length

12 months

Department

Business and Leisure

Entry Requirements

No formal entry requirements.

SCQF Level

7

SCQF Points

«SCQFPoints»

Progression Routes

HNC Administration and Information Technology

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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