

Bookkeeping (PDA)

UHI North, West and Hebrides

Venues

Fort William Campus
Virtual Learning Environment (VLE)

Content

This professional development award delivers the essential skills and knowledge for a career in book-keeping or working in an accounting or financial administration role. The PDA courses are quick and cost effective to deliver, so are ideal for developing the skills of young people, graduates, and other adult learners. They are also ideal for Continuing Professional Development (CPD) so employers can enhance the skills of their employees.

Year 1 - PDA

Recording Financial Information; Recording Financial Transactions; Using Financial Accounting Software; Payroll.

Start Date

September, January

Qualification

Other

Study Method

Distance and Flexible learning
Part time (day)

Course Length

36 weeks

Department

Business and Administration

Entry Requirements

No formal entry requirements. It would be beneficial for students to be competent in Communication, Numeracy and IT skills to SCQF Level 5.

SCQF Level

5

SCQF Points

«SCQFPoints»

Progression Routes

HNC Accounting

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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