

Office Administration (PDA)

West Highland College UHI

Venues

Fort William 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.

Start Date

September, January

Qualification

Other

Study Method

Part time (day)

Course Length

1 year

Department

Business and Leisure

Entry Requirements

No formal entry requirements

Progression Routes

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

Website

www.whc.uhi.ac.uk