

## Office Administration (PDA)

South Lanarkshire College

### Content

The Professional Development Award in Office Administration at SCQF Level 7 offers you an opportunity to enhance your knowledge and skills in administration. The award will provide you with the skills, in particular the soft skills of customer care, communication and negotiation skills, required to carry out administration functions effectively and efficiently within an organisation.

You will have the opportunity to develop IT knowledge and skills, in relation to using modern office technologies for administration purposes. You will learn about the practical approaches needed for successful communication in the workplace. You will also develop knowledge, skills and attitudes, which improve your personal effectiveness.

### Start Date

August

### Qualification

Other

### Study Method

Part time (evening)

### Course Length

1 year

### Department

Administration and IT

### Entry Requirements

1 Higher; or relevant national qualifications at SCQF Level 6.

### SCQF Level

7

### Progression Routes

«ProgressionRoutes»

### Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

College Way  
East Kilbride  
G75 0NE

## Website

[www.south-lanarkshire-college.ac.uk](http://www.south-lanarkshire-college.ac.uk)