Office Administration (PDA)

University of the Highlands and Islands (UHI)

Venues

UHI Inverness
UHI Moray

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.

Content:
Office administration; Digital technologies for administrators; Communication: business communications; Personal development planning.

Start Date

September, January

Qualification

Other

Study Method

Part time (day)

Course Length

1 year

Department

Business and Computing

Entry Requirements

No formal entry requirements. It would be beneficial for students to be competent in communication and IT skills to SCQF Level 5. Contact institution for further details.

SCQF Level

8

SCQF Points

«SCQFPoints»

Progression Routes

HNC Administration and Information Technology

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

Address

UHI House
Old Perth Road
Inverness
IV2 3JH

Website

www.uhi.ac.uk