

Office Management and Information Technology (PDA)

University of the Highlands and Islands (UHI)

Venues

UHI North, West and Hebrides
UHI Perth

Content

IT in Business – Advanced Word Processing; IT in Business – Advanced Spreadsheets; IT in Business – Advanced Databases; Information and Communication Technology in Business; Office Management and Developing the Individual Within a Team.

Start Date

September, January

Qualification

Other

Study Method

Part time (day)

Course Length

18 months

Department

Business, Leisure and Tourism

Entry Requirements

1 Higher, or relevant national qualifications at SCQF Level 6. Interview.

SCQF Level

8

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

Course Information Line
UHI
Old Perth Road
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IV2 3JH

Website

www.uhi.ac.uk