Bookkeeping (PDA)

UHI Inverness

Venues

Inverness Campus

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.

Content: Recording financial information; Recording financial transactions; Using financial accounting software; Payroll.

Start Date

September

Qualification

Other

Study Method

Part time (day)

Course Length

36 weeks

Department

Business and Computing

Entry Requirements

No formal entry requirements.

SCQF Level

7

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

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