

Office Management and Information Technology (PDA)

Lews Castle College UHI

Venues

Lews Castle College Campus

Content

This award is designed to develop skills in Information Technology and Business Management and IT.

It consists of 6 units which cover:

IT in business - advanced word processing; IT in business - advanced spreadsheets; IT in business - advanced databases; Office management; Project management; 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 at C or above; a group of relevant NQ modules including Communication at National 5; relevant experience. HNC in Administration or Business. You may be required to attend an interview.

SCQF Level

7/8

SCQF Points

«SCQFPoints»

Progression Routes

HND Administration and Information Technology

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

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Stornoway
Na h-Eileanan Siar
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Website

www.lews.uhi.ac.uk