

PROFESSIONAL DEVELOPMENT AWARD (PDA) – INFORMATION TECHNOLOGY IN BUSINESS



Oilthigh na Gàidhealtachd
agus nan Eilean
Colaisde a' Chaisteil

Course Starts:
Monday 09th
September 2019



PDA IT in Business

Aimed at those looking to develop the skills and knowledge required for a range of administrative roles with a particular emphasis on the use of IT within a business environment. Suited for those currently in or seeking employment in a number of sectors, including finance, health care, HR, hospitality, IT, marketing, retail & the public sector.

Units:

- IT in Business: Word Processing and Presentation Applications
- IT in Business: Databases
- IT in Business: Spreadsheets

Class Times and Location

Drop-in Fridays:

Between 10am – 1pm and
2pm-4pm at LCC Campus

Contact: Billy Mackinnon
Tel. 01851 770 361 Email:
billy.mackinnon@uhi.ac.uk

