

PROFESSIONAL DEVELOPMENT AWARD (PDA) - OFFICE ADMINISTRATION



University of the
Highlands and Islands
Lews Castle College

Oilthigh na Gàidhealtachd
agus nan Eilean
Colaisde a' Chaisteil

Course Starts:
Monday 09th
September 2019



PDA Office Administration

The PDA in Office Administration is suitable for those in administrative roles or for anyone seeking to enter this area. Content includes office systems and procedures, legislation, office technologies, communication, planning and interpersonal skills.

Units:

- Office Administration
- Digital Technologies for Administrators
- Communication: Business Communication
- Personal Development Planning

Class Times and Location

Drop-in Fridays:

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

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