

PROFESSIONAL DEVELOPMENT AWARD (PDA) – OFFICE MANAGEMENT AND IT

 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 Management and IT

This PDA aims to provide a continuous professional development route to take your management and IT skills to a more senior or professional level and provide you with more in depth technical skills and knowledge.

Units:

- IT in Business: Advanced Word Processing
- IT in Business: Advanced Databases
- IT in Business: Advanced Spreadsheets
- Office Management
- Information and Communication Technology in Business
- Developing the individual within a team

Class Times and Location

Drop-in Fridays:

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

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