

## Information Technology in Business (PDA)

Moray College UHI

### Venues

Main campus

### Content

The Professional Development Award (PDA) in Information Technology in Business at SCQF Level 7 delivers the skills and knowledge needed for a range of administrative roles. It has particular emphasis on the use of IT within a business environment.

A range of skills will be covered using Excel, Access, Word and PowerPoint.

### Start Date

September, January

### Qualification

Other

### Study Method

Distance and Flexible learning  
Part time (day)

### Course Length

1 year

### Department

Business and Leisure

### Entry Requirements

Contact institution

### SCQF Level

7

### Address

Moray Street  
Elgin  
Moray  
IV30 1JJ

## Website

[www.moray.uhi.ac.uk](http://www.moray.uhi.ac.uk)