

## Information Technology in Business (PDA)

UHI West Highland

### Venues

Fort William 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.

Content: Three units (32 SCQF credits in total):

IT in Business: Word Processing and Presentation Applications; IT in Business: Databases; IT in Business: Spreadsheets.

### Start Date

September, January

### Qualification

Other

### Study Method

Distance and Flexible learning  
Part time (day)

### Course Length

1 year

### Department

Humanities and Social Sciences

### Entry Requirements

Relevant national qualifications at SCQF Level 5 or relevant business or IT qualification.

### SCQF Level

6

### SCQF Points

«SCQFPoints»

## Progression Routes

Relevant HNC or employment.

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

Carmichael Way  
Fort William  
PH33 6FF

## Website

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