

Information Technology in Business (PDA)

West Highland College UHI

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

Arts, Humanities and Social Sciences

Entry Requirements

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

SCQF Level

6

Progression Routes

Relevant HNC or employment.

Address

Carmichael Way
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Website

www.whc.uhi.ac.uk