

## Information Technology in Business (PDA)

University of the Highlands and Islands (UHI)

### Venues

UHI Shetland

### 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: databases; IT in Business: spreadsheets; IT in Business: word processing and presentation applications.

### Start Date

September, January

### Qualification

Other

### Study Method

Part time (day)

### Course Length

1 year

### Department

Business and Computing

### Entry Requirements

Relevant national qualifications at SCQF Level 5, or relevant work experience.

### SCQF Level

6

### SCQF Points

«SCQFPoints»

## Progression Routes

HNC Business

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

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## Website

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