Information Technology in Business (PDA)

UHI Shetland

Venues

Virtual Learning Environment (VLE)

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.

This course will enable you to develop technical and administrative knowledge relevant to current administrative practice.

You will develop skills and knowledge of word processing and presentation packages to aid business communication.

You will develop an understanding of database management software and the application of databases to aid business decision making.

This course will allow you to develop an understanding of spreadsheets and their use in providing solutions to business problems and to develop skills using technology in an administration role and prepare candidates for employment in an administration role.

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

7

SCQF Points

«SCQFPoints»

Progression Routes

HNC Business courses

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

Address

Gremista
Lerwick
Shetland Islands
ZE1 0PX

Website

www.shetland.uhi.ac.uk