

Information Technology In Business (PDA)

Argyll College UHI

Venues

Arran Centre
Campbeltown Centre
Dunoon Centre
Helensburgh Centre
Islay Centre
Lochgilphead Centre and CERC
Oban Centre
Rothesay Centre
Tobermory Centre

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

Computing and IT

Entry Requirements

Contact local centre

SCQF Level

Progression Routes

You can progress on to our HNC Information Technology or HNC Business courses.

Address

West Bay
Dunoon
PA23 7HP

Website

www.argyll.uhi.ac.uk