

PDA: IT in Business

SCQF Level 7



What skills will you gain?

The Professional Development Award in Information Technology in Business delivers the skills and knowledge needed for a range of administrative roles, with an emphasis on IT.

You will study IT in business, including word processing and presentation applications, IT in business and the use of databases and spreadsheets

Entry requirements?

You must be able to demonstrate communication and IT skills to SCQF Level 6 or relevant experience within a business environment.

This course requires a higher level of written work, you must demonstrate an appropriate standard of written communication.

Entry to this course requires a satisfactory reference.

How and where will I study?

This programme of study is available through the Highland Council Virtual School timetable and is delivered via Google hangouts or Brightspace; a virtual learning platform.

Delivery starts in June.

Where will it take me?

You may wish to apply for employment in administrative roles or progress your studies on a Higher Education course within areas of your own interest at West Highland College UHI or other Universities or Higher Education establishments.

How do I apply?

The senior phase programme offered at West Highland College UHI is embedded in your option choices at school. Once you have decided on the course you would like to apply for, you will apply online.

Please speak to your school guidance teacher for more information.

Visit:

<https://www.whc.uhi.ac.uk/schools/>