



PDA in Information Technology in Business SCQF level 7

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The need for sharp, flexible, focused education, skills and training at a high level is strongly recognised. Professional Development Awards (PDAs) are designed to develop and deliver these skills quickly and cost effectively. The PDA in Information Technology in Business delivers essential skills and knowledge needed for a range of administrative roles. This makes it suitable CPD for those working in an administrative role, or for anyone seeking to enter employment in this area.

STRUCTURE

The award consists of 3 mandatory Units with 32 SCQF credit points.

- **IT in Business: Word Processing and Presentation Applications** (F84C 34)
Develops word processing skills across a variety of complex business documents and introduces effective use of presentation software.
- **IT in Business: Spreadsheets** (F84V 34)
Develops skills using spreadsheets to solve business problems including graphical and statistical functions.
- **IT in Business: Databases** (F84X 34)
Develops skills using relational databases to manipulate and present information for use in decision making.

Unit codes starting with F were validated in 2010 as part of the HN Review. Unit codes in italics are 2004 Units which will end in 2014.

ENTRY

Access to the award is at the discretion of the centre. In general, entry should be open to any candidate who can demonstrate, by formal qualification or experience, a reasonable expectation of completing the course.

DELIVERY

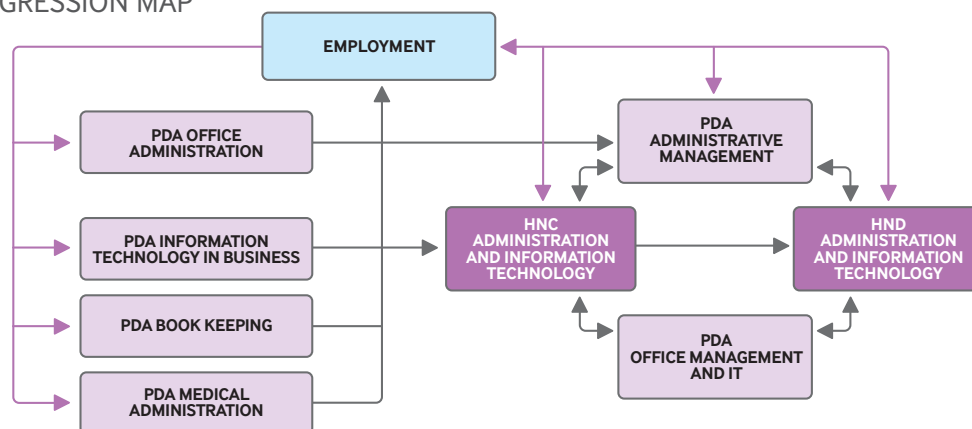
The qualifications can be delivered in a variety of ways, including open or distance learning.

ACHIEVEMENT AND PROGRESSION

To achieve the award, candidates must successfully complete all units.

The PDA in Information Technology in Business forms one of a suite of PDAs in Administration, which consist of units taken from the HNC in Administration and Information Technology. The award can be taken as a qualification in its own right or used with other PDAs to build achievement towards the full HNC.

PROGRESSION MAP



it can
be done 