



# PDA in Office Management and IT

## SCQF level 8

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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 Office Management and IT delivers the essential skills and knowledge for a range of senior 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 6 mandatory Units and a total of 48 SCQF credit points.

- **Office Management (F84D 35)**  
Focuses on managing office activities and resources, organisational objectives and the recruitment, training and development of staff.
- **Developing the Individual within a Team (F870 34 or F86Y 35)**  
Develops personal and team working and team leadership skills.
- **IT in Business: Advanced Word Processing (F84A 35)**  
Covers advanced features of word processing to produce complex documents.
- **IT in Business: Advanced Spreadsheets (F849 35)**  
Covers data management features, analysis tools and forecasting statistical data.
- **IT in Business: Advanced Databases (F848 35)**  
Covers database design principles and design including forms and complex queries.

- **Information and Communication Technology in Business (F84W 35)**

Develops knowledge and skills in identifying, evaluating, managing and presenting business information to facilitate and influence decision-making.

### 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 qualification can be delivered in a variety of ways, including open or distance learning.

### ACHIEVEMENT AND PROGRESSION

To achieve the award, candidates must complete all units.

The PDA in Office Management and IT consists of units taken from the HND in Administration and Information Technology. The award can be taken as a qualification in its own right or used with the PDA in Administrative Management to build achievement towards the full HND.

### PROGRESSION MAP

