# Administration and Information Technology

UHI Perth

## Venues

Main Campus
Virtual Learning Environment (VLE)

## Content

The HNC Administration and Information Technology is designed to meet the demands and requirements of today's modern business environment, and will stand you in good stead to pursue a successful career in business administration.

You will study a wide range of topics, including: MS office applications such as word processing, spreadsheets, database and powerpoint. You will also study units such as recording financial transactions, business communication, office administration and digital technologies for administrators.

## Start Date

September

## Qualification

HNC

## Study Method

Full time

## UCAS Code

17PN

## Course Length

1 year

## Department

Business and Computing

## Entry Requirements

1 Higher at C or above, preferably English, Accounting, Administration and IT or Business Management; or Foundation Apprenticeship Accountancy or Business Skills; or relevant national qualifications at SCQF Level 6.

## SCQF Level

7

## SCQF Points

«SCQFPoints»

## Progression Routes

HND Administration and Information Technology and then to BA Business and Management

## Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

## Address

Crieff Road
Perth
PH1 2NX

## Website

www.perth.uhi.ac.uk/