

# **Administration and Information Technology**

**UHI Perth** 

#### **Venues**

Main Campus

#### Content

Businesses and other organisations rely upon people with good skills in administration and information technology.

This more advanced course can help your career by providing you with the high level of practical and problem solving skills you need to improve your job prospects.

Mandatory units are:

Communication: business communication; Developing the individual within a team; Digital technologies for administrators; Graded Unit I: administration and information technology; Graded Unit II: administration and information technology; Information and communication technology in business; IT in business - databases, advanced databases; IT in business - spreadsheets, advanced spreadsheets; IT in business - word processing, presentation applications, advanced word processing; Office administration; Office management; Presentation skills; Personal development planning; Recording financial transactions.

## **Start Date**

September

#### Qualification

HND

### **Study Method**

Part time (day)

#### **Course Length**

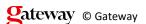
4 years

#### **Department**

**Business and Computing** 

#### **Entry Requirements**

2 Highers at C or above, preferably including English, Accounting, Administration and IT or Business Management.





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# **SCQF Points**

«SCQFPoints»

## **Progression Routes**

BA Business and Management

### **Combination Courses**

«htmlCombinationCourse»

``htmlCombinationUCASCode'

# **Address**

Crieff Road Perth PH1 2NX

### Website

www.perth.uhi.ac.uk/

