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.
Entry

Start Date

September

Qualification

HNC

Study Method

Part time (day)

Course Length

2 years

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

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

Address

Crieff Road
Perth
PH1 2NX

Website

www.perth.uhi.ac.uk/