

Administration and Information Technology

Perth College UHI

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, January

Qualification

HNC

Study Method

Distance and Flexible learning
Part time (day)

Course Length

2 years

Department

Business, Leisure and Tourism

Entry Requirements

1 Higher, 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

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Website

www.perth.uhi.ac.uk