

Administration and Information Technology

UHI Moray

Venues

Main campus

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.

Mandatory units:

IT in business - word processing and presentation applications; IT in business - spreadsheets; IT in business - databases; Office administration; Office technologies; Recording financial transactions; Personal development planning; Communication: business communication; Graded Unit I: administration and information technology.

Option units may be available in:

Creating a culture of customer care; Using financial accounting software; IT in business - word processing, spreadsheets and databases: an introduction; Personal enterprise skills; Human resource management: an introduction; Marketing: an introduction; Administrative procedures; Medical terminology for administration staff; Getting started in business; Work experience; Presentation skills; Research skills; Payroll; Visual communication: social media; Managing people and organisations; Human resource management: core activities.

Start Date

September

Qualification

HNC

Study Method

Full time

UCAS Code

17PN

Course Length

1 year

Department

Business, Leisure and Tourism

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»

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Website

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