

Administration and Information Technology

UHI Argyll

Venues

Arran Centre
 Campbeltown Centre
 Dunoon Centre
 Helensburgh Centre
 Islay Centre
 Lochgilphead Centre and CERC
 Oban Centre
 Rothesay Centre
 Tobermory Centre
 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: database; word processing; spreadsheets; PowerPoint; office administration and technologies; recording financial transactions; personal development planning; and analysing and presenting complex communications.

Start Date

September

Qualification

HNC

Study Method

Part time (day)

Course Length

2 years

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 and then to BA Business and Management

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

West Bay
Dunoon
PA23 7HP

Website

www.argyll.uhi.ac.uk