

## Administration with Business

West Highland College UHI

### Venues

Auchtertyre Campus  
Broadford Campus  
Fort William Campus  
Gairloch Campus  
Kilchoan Campus  
Kinlochleven Campus  
Mallaig Campus  
Portree Campus  
Strontian Campus  
Ullapool Campus

### Content

This practical course will help you to develop a wide range of IT and administrative skills necessary for future employment in the business, retail, reception, hospitality and public sector areas.

Core Skills are an integral part of the course and you will study Numeracy and Communication. These will be closely tied in with the other units you are studying and will enable you to move on with confidence to your next educational step or place of employment.

### Start Date

September

### Qualification

NC

### Study Method

Full time

### Course Length

34 weeks

### Department

Business and Leisure

### Entry Requirements

3 subjects at National 4. You will attend for interview.

### SCQF Level

## Progression Routes

HNC Administration and Information Technology or HNC Business

## Website

[www.whc.uhi.ac.uk](http://www.whc.uhi.ac.uk)