

Administration and Information Technology

Argyll College UHI

Venues

Arran Centre
 Campbeltown Centre
 Dunoon Centre
 Helensburgh Centre
 Islay Centre
 Lochgilphead Centre and CERC
 Oban Centre
 Rothesay Centre
 Tobermory Centre

Content

Mandatory units are:

Communication: business communication; Developing the individual within a team; Graded Unit I: administration and information technology; Graded Unit II: administration and information technology; Graded Unit III: administration and information technology; Information and communication technology in business; IT in business - databases, advanced databases; IT in business - spreadsheets, advanced spreadsheets; IT in business - word processing, presentation applications, advanced word processing; Office administration, technologies and management; Presentation skills; Personal development planning; Recording financial transactions

Option units may include:

Marketing; Enterprise; Business and management; Finance and accounting; Administration and technology; Human resource management.

Start Date

September

Qualification

HND

Study Method

Part time (day)

Course Length

4 years

Department

Business and Computing

Entry Requirements

2 Highers; at C or above preferably English and Maths.

SCQF Level

8

Progression Routes

On completion of your course you will be qualified for employment at senior level in office administration, supervisory level administration, or as a personal assistant or secretary.

Address

West Bay
Dunoon
PA23 7HP

Website

www.argyll.uhi.ac.uk