Administration and Information Technology

University of the Highlands and Islands (UHI)

Venues

UHI Inverness
UHI Moray
UHI Perth
Virtual Learning Environment (VLE)

Content

Businesses and other organisations rely upon people with good skills in administration and information technology.

This more advanced course can help your career by providing you with the high level of practical and problem solving skills you need to improve your job prospects.

Mandatory units are:

Communication: business communication; Developing the individual within a team; Digital technologies for administrators; 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; Office management; Presentation skills; Personal development planning; Recording financial transactions.

Start Date

September

Qualification

HND

Study Method

Full time

UCAS Code

75NG

Course Length

1 year

Department

Business and Computing

Entry Requirements

HNC Administration and Information Technology

SCQF Level

8

SCQF Points

«SCQFPoints»

Progression Routes

BA Business and Management

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

Address

UHI House
Old Perth Road
Inverness
IV2 3JH

Website

www.uhi.ac.uk