

## 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

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Inverness  
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## Website

www.uhi.ac.uk