

## Administration and Information Technology

University of the Highlands and Islands (UHI)

### Venues

UHI Argyll  
UHI Inverness  
UHI Moray  
UHI North, West and Hebrides  
UHI Perth  
UHI Shetland  
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: MS office applications such as word processing, spreadsheets, database and PowerPoint. You will also study units such as recording financial transactions, business communication, office administration and digital technologies for administrators.

### Start Date

September, January

### Qualification

HNC

### Study Method

Part time (day)

### UCAS Code

17PN

### 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

Course Information Line  
UHI  
Old Perth Road  
Inverness  
IV2 3JH

## Website

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