Administration and Information Technology

UHI Inverness

Venues

Inverness Campus

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

Qualification

HNC

Study Method

Full time

UCAS Code

17PN

Course Length

1 year

Department

Business and Computing

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

1 Inverness Campus
Inverness
Highland
IV2 5NA

Website

www.inverness.uhi.ac.uk