

## Administration and Information Technology

UHI Moray

### Venues

Main 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.

Mandatory units:

IT in business - word processing and presentation applications; IT in business - spreadsheets; IT in business - databases; Office administration; Office technologies; Recording financial transactions; Personal development planning; Communication: business communication; Graded Unit I: administration and information technology.

Option units may be available in:

Creating a culture of customer care; Using financial accounting software; IT in business - word processing, spreadsheets and databases: an introduction; Personal enterprise skills; Human resource management: an introduction; Marketing: an introduction; Administrative procedures; Medical terminology for administration staff; Getting started in business; Work experience; Presentation skills; Research skills; Payroll; Visual communication: social media; Managing people and organisations; Human resource management: core activities.

### Start Date

September, January

### Qualification

HNC

### Study Method

Part time (day)

### 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

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

Moray Street  
Elgin  
Moray  
IV30 1JJ

## Website

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