

# **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**

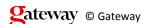
2 years

#### **Department**

Business, Leisure and Tourism

#### **Entry Requirements**

1 Higher; English, Accounting, Administration and IT or Business Management preferred; 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»

Date Updated: 10/05/2024

#### **Address**

Moray Street Elgin Moray IV30 1JJ

### Website

www.moray.uhi.ac.uk/

