

## Administration and Information Technology

UHI Shetland

### Venues

Lerwick 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

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 and then possibility of BA Business and Management

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

Gremista  
Lerwick  
Shetland Islands  
ZE1 0PX

## Website

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