

## Administration and Information Technology

Argyll College UHI

### Venues

Arran Centre  
 Campbeltown Centre  
 Dunoon Centre  
 Helensburgh Centre  
 Islay Centre  
 Lochgilphead Centre and CERC  
 Oban Centre  
 Rothesay Centre  
 Tobermory Centre

### Content

Mandatory units are:

IT in business - word processing and presentation applications; IT in business - spreadsheets; IT in business - databases; Office administration; Digital technologies for administrators; Recording financial transactions; Personal development planning; Communication - analysing and presenting complex communication; Administration and Information technology graded unit 1.

Option units could include:

Marketing; Enterprise; Business and management; Finance and accounting; Administration and technology; Human resource management.

### 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, Administration and IT, Business or Accountancy; or Foundation Apprenticeship Accountancy or Business Skills; or relevant NC or NQ qualification. You will be required to attend for interview.

## SCQF Level

7

## Progression Routes

HND Administration and Information Technology, year 2 of the BA Hons Business and Management or work in business administration.

## Address

West Bay  
Dunoon  
PA23 7HP

## Website

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