

Administration and Information Technology

UHI Inverness

Venues

Inverness Campus

Content

This course 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

Distance and Flexible learning

Course Length

2 years

Department

Business, Computing and Hospitality

Entry Requirements

1 Higher, preferably English, Accounting, Administration and IT or Business Management, or Foundation Apprenticeship Accountancy or Business Skills, or relevant NC or NQ qualification.

SCQF Level

7

SCQF Points

«SCQFPoints»

Progression Routes

HND Administration and Information Technology or 2nd year of BA Hons Business and Management or a career in administration.

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

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Website

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