

Administration and Information Technology

West Highland College UHI

Venues

Fort William 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, January

Qualification

HNC

Study Method

Full time

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

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

Carmichael Way
Fort William
PH33 6FF

Website

www.whc.uhi.ac.uk