

## Business, Administration and Tourism

UHI Argyll

### Venues

Arran Centre  
 Campbeltown Centre  
 Dunoon Centre  
 Helensburgh Centre  
 Islay Centre  
 Lochgilphead Centre and CERC  
 Oban Centre  
 Rothesay Centre  
 Tobermory Centre  
 Virtual Learning Environment (VLE)

### Content

This is a brand new course for anyone wishing to embark on a career in Business, Marketing or Tourism. Designed for the modern work environment, this course will give you an excellent grounding in business and marketing approaches, business technologies, and travel and tourism subjects.

You will also develop important finance and communication skills, crucial for all relevant career options.

The course contains four NPA Qualifications. These are:

NPA Business with Information Technology; NPA Business with Marketing; NPA Travel and Tourism; NPA PC Passport.

The unit topics you will study include:

Understanding Business; Marketing - Basic Principles and Management; IT units covering: Word Processing, Spreadsheets, Presentations and Databases; Customer Service Skills, including Socia; Media Skills; Management Skills; Event Organisation; Recording Cash Transactions; Travel - Covering Industry and Products; Tourism – including the Scottish Industry.

### Start Date

August

### Qualification

NQ

### Study Method

Part time (day)

## Course Length

18 months

## Department

Business, Leisure and Tourism

## Entry Requirements

3 subjects at National 5, or relevant national qualifications at SCQF Level 5

## SCQF Level

6

## SCQF Points

«SCQFPoints»

## Progression Routes

HNC Administration and Information Technology, HNC Business or BA Event Management (following HNC).

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

West Bay  
Dunoon  
PA23 7HP

## Website

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