

## Administration and Information Technology

UHI North Highland

### Venues

Thurso 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: database; word processing; spreadsheets; PowerPoint; office administration and technologies; recording financial transactions; personal development planning; and analysing and presenting complex communications.

### Start Date

September

### Qualification

HNC

### Study Method

Part time (day)

### Course Length

1 year

### 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 to BA Business and Management

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

Main Campus  
Ormlie Road  
Thurso  
Caithness  
KW14 7EE

## Website

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