

Office Management and Information Technology (PDA)

UHI North, West and Hebrides

Venues

Virtual Learning Environment (VLE)

Content

Build on the knowledge and skills you get from the HNC Administration and Information Technology and go on to get a formal award while doing only the core units you want from the HND.

6 mandatory units with 56 SCQF credit points:

IT in business - advanced word processing; IT in business - advanced spreadsheets; IT in business - advanced databases; Office management; Information and communication technology in business; Developing the individual within a team.

Start Date

September, January

Qualification

Other

Study Method

Part time (day)

Course Length

12 - 18 months

Department

Business, Leisure and Tourism

Entry Requirements

1 Higher, or relevant national qualifications at SCQF Level 6 or 7. Interview.

SCQF Level

6

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

Ormlie Road
Thurso
Caithness
KW14 7EE

Website

nwh.uhi.ac.uk/en/