

## Administration and Information Technology

Lews Castle College UHI

### Venues

Lews Castle College Campus

### Content

The 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

Full time

### UCAS Code

17PN

### Course Length

1 year

### Department

Business and Leisure

### Entry Requirements

1 Higher, preferably English or Maths, or Foundation Apprenticeship Accountancy or Business Skills, or relevant national qualifications at SCQF Level 6.

### SCQF Level

7

## Progression Routes

HND Administration and Information Technology Year 2

## Address

Castle Grounds  
Isle of Lewis  
Stornoway  
Na h-Eileanan Siar  
HS2 0XR

## Website

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