
Level 4 SQA HND Administration and Information Technology

What is the course about?

The Higher National Diploma in Administration and Information Technology course will provide a broad range of office-based skills and knowledge required to undertake a career in office administration and corporate services. You will develop specialist skills in IT, desktop publishing, communication, research and planning.

What are the entry requirements?

L3 Qualification (42 UCAS Points) and GCSE English & Maths (grade C or above)

What will I study?

- IT in Business: Word Processing and Presentation Applications
- IT in Business: Spreadsheets
- IT in Business: Databases
- Office Administration
- Digital Technologies for Administrators
- Recording Financial Transactions
- Personal Development Planning
- Communication: Business Communication
- IT in Business: Advanced Word Processing
- IT in Business: Advanced Spreadsheets
- IT in Business: Advanced Databases
- Desktop Publishing
- Information and Communication Technology in Business
- Presentation Skills
- Administration and Information Technology Graded Unit 1 (Exam)
- Administration and Information Technology Graded Unit 2 (Exam)
- Administration and Information Technology Graded Unit 3 (Exam)

Students will also study various business and IT related optional units.

How will I be assessed?

Coursework and examinations.

What are my progression and career options?

Level 4 HND Admin & IT course, employment and HNC Admin & IT (part-time).

Who should I contact?

All enquiries regarding this programme should be directed to the Higher Education Administration Team, by telephone 648210 or by email to HE@ucm.ac.im