
Level 4 SQA HNC Administration and Information Technology

What is the course about?

The Higher National Certificate in Administration and Information Technology course will provide a broad range of office-based skills and knowledge required to develop your 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?

Relevant Work Experience/L3 Qualification 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
- Information and Communication Technology in Business
- Presentation Skills
- Administration and Information Technology Graded Unit 1
- Desktop Publishing
- Presentation Skills

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