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# Level 4 SQA HNC Administration and Information Technology

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## 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](mailto:HE@ucm.ac.im)