

# Unit changes

Unit title and code	Action
Office Technologies F7J9 34 (HNC/HND)	Replaced by new Unit
IT in Business: Spreadsheets F84V 34 (HNC/HND)	Major revision
Recording Financial Transactions F847 33 (HNC/HND)	Major revision
IT in Business: WPPA F84C 34 (HNC/HND)	Major revision
Presentation Skills F84E 35 (HND)	Major revision
IT in Business: Advanced Word Processing F84A 35 (HND)	Minor revision
ICT in Business F84W 35 (HND)	Minor revision
IT in Business: Advanced Spreadsheets F849 35 (HND)	Minor revision (no code change)
IT in Business: Advanced Databases F848 35 (HND)	Minor amend to O2 (no code change)
Administration and IT Graded Unit 1 (F8KW 34)	Updated in line with unit changes Updated guidance
Administration and IT Graded Unit 2 (F8KX 35)	Updated in line with unit changes Updated guidance
Administration and IT Graded Unit 3 (F8KY 35)	Updated in line with unit changes Updated guidance

# Hnc Admin And It Revision

**Siddappa N.Byrareddy**



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