

# Administration and Information Technology

Forth Valley College

## Venues

Alloa Campus  
Falkirk Campus

## Content

This course is designed to equip students with the skills and knowledge necessary to manage information technology within an organisation. It will also develop administrative, communication and management skills in order to obtain employment in the fields of office administration and information handling.

Year 1:

Word Processing; Databases; Spreadsheets; Desktop Publishing; Personal Development Planning; Work Experience; Office Administration; Office Technologies; Recording Financial Transactions; Communication; Marketing; SAGE Accounting.

Year 2:

Advanced Word Processing; Advanced Databases; Advanced Spreadsheets; Office Management; Information and Communication Technology in Business; Human Resource Management; Developing the Individual within a Team; Presentation Skills.

## Start Date

August

## Qualification

HND

## Study Method

Full time

## Course Length

2 years

## Department

Business

## Entry Requirements

2 relevant Highers; or Foundation Apprenticeship Business Skills; or relevant national qualifications at SCQF Level 6. Relevant experience will be considered. All applicants will be interviewed.

## SCQF Level

8

## SCQF Points

«SCQFPoints»

## Progression Routes

Year 1, 2 or 3 of a related degree programme.

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

Grangemouth Road  
Falkirk  
FK2 9AD

## Website

[www.forthvalley.ac.uk](http://www.forthvalley.ac.uk)