

Administration and Information Technology

Forth Valley College

Venues

Alloa Campus
Falkirk Campus

Content

This course will develop IT, word processing and administration skills which will equip candidates with the necessary tools to undertake administrative roles in a wide variety of organisations. Learners will spend part of their college week working in a fully equipped training office.

You will study:

Central Services; Administrative Theory and Practice; Event Organisation; Word Processing; Information Technology; Communication; Numeracy; Work Placement; Front of Office Skills; Researching and Preparing Presentations; Handling Business Documents

Start Date

August

Qualification

NQ

Study Method

Full time

Course Length

1 year

Department

Business

Entry Requirements

2 subjects at National 5 plus 2 at National 4 including English and Maths or relevant national qualifications at SCQF Level 4 or 5. Interview.

SCQF Level

5

SCQF Points

«SCQFPoints»

Progression Routes

HND Administration and Information Technology or Business

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

Grangemouth Road
Falkirk
FK2 9AD

Website

www.forthvalley.ac.uk