

Administration and Information Technology

North East Scotland College

Venues

Aberdeen City Campus
Fraserburgh Campus

Content

This advanced level course will build on your existing knowledge, and ensure that you are well-equipped to move on to a university degree or employment. By the end of the course you will be able to demonstrate the skills needed to effectively manage and make important decisions in an administration work environment.

The course covers important topics such as Office administration; Microsoft Office applications; Marketing; Law; Economics; Human Resources

Start Date

August

Qualification

HNC

Study Method

Full time

Course Length

1 year

Department

Business and Management

Entry Requirements

1 Higher, preferably English, Administration and IT or Business Management; or Foundation Apprenticeship in any subject; or Administration (NCGA); or other relevant national qualifications at SCQF Level 6.

SCQF Level

7

SCQF Points

«SCQFPoints»

Progression Routes

HND Administration and Information Technology or Year 2 of a relevant degree course.

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

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Website

www.nescol.ac.uk