Administration and Information Technology

North East Scotland College

Venues

Aberdeen City 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.

You will study:
Office Administration; Digital Technologies and IT; Microsoft Office applications; Marketing; Law; Economics; Human Resources; Office Management; ICT in Business; Advanced Word Processing, Databases and Spreadsheets; Presentation Skills; Interviewing; The World Economy; Micro and Macro Theory and Application; Preparing to Start a Business.

Start Date

August

Qualification

HND

Study Method

Full time

Course Length

2 years

Department

Business and Management

Entry Requirements

1 Higher, preferably English, Administration and IT or Business Management, or Foundation Apprenticeship Accountancy or Business Skills, or Business, Accounting and Administration (Level 5/6), or other relevant national qualifications at SCQF Level 6.

SCQF Level

8

SCQF Points

«SCQFPoints»

Progression Routes

Degree level study. This course is part of our Degree Link programme, meaning that on successful completion of the course you could progress to a related degree at Robert Gordon University.

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

Address

Gallowgate Centre
Gallowgate
Aberdeen
Aberdeen City
AB25 1BN

Website

www.nescol.ac.uk