

# Administration and Information Technology

Fife College

## Venues

Dunfermline City Campus  
Kirkcaldy Campus

## Content

The HNC Administration and IT at SCQF Level 7 equips students with essential skills in office administration, IT, and business management. Gain practical experience in software applications, data management, and communication. This qualification opens doors to rewarding careers in administration, IT support, and office management.

You will study:

Business Communication; Office Administration; IT for Business; Financial Administration; Data Management and Security; Customer Care.

## Start Date

August

## Qualification

HNC

## Study Method

Full time

## Course Length

1 year

## Department

Business, Enterprise, Administration and IT

## Entry Requirements

1 relevant Higher plus 4 subjects at National 5; or Advanced Certificate: Accounting, Administration, Business and Legal (Level 6); or other relevant national qualifications at SCQF Level 6. Interview.

## SCQF Level

7

## SCQF Points

«SCQFPoints»

## Progression Routes

HND Administration and Information Technology

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

Calaiswood Crescent  
Dunfermline  
KY11 8SJ

## Website

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