

Administration and Information Technology

Fife College

Venues

Kirkcaldy (St Brycedale) Campus

Content

This course reflects the increasingly important role and function that administration and information technology play in today's business environment. The award will equip you with the essential skills and knowledge you require so that you can play a key role in any organisation.

In addition to giving you excellent career opportunities in all sectors, successful candidates may also progress to HND and then to Degree level study.

You will study:

Word processing, spreadsheets, database and presentation skills; Digital technologies for administrators; Office administration; Business communication; Recording financial transactions; Creating a culture of customer care; Marketing; Personal development planning.

Start Date

August

Qualification

HNC

Study Method

Full time

Course Length

1 year

Department

Administration, Office Technologies and Legal Services

Entry Requirements

1 relevant Higher; or Foundation Apprenticeship Business Skills; or Advanced Certificate: Business Enterprise (with administration specialism); or other relevant national qualifications at SCQF Level 6. Interview.

SCQF Level

SCQF Points

«SCQFPoints»

Progression Routes

HND Administration and Information Technology

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

Pittsburgh Road
Dunfermline
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Website

www.fife.ac.uk