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