Administration and Information Technology

Fife College

Venues

Dunfermline City Campus
Kirkcaldy 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, September

Qualification

HNC

Study Method

Online learning
Part time (day)
Part time (evening)

Course Length

2 years

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