Administration and Information Technology

Fife College

Venues

Dunfermline City Campus
Kirkcaldy Campus

Content

This course reflects the increasingly important role that administration, digital and information technologies play in today's business world. It will equip you with advanced skills and knowledge you require in order to work in a modern business environment, with excellent career opportunities in all sectors.

You will study:
Advanced word processing, spreadsheets and database; ICT in business; Office management; Business culture and strategy; Graded Units; Team working; Advanced presentation skills; The Core Skills of ICT, numeracy and communication will be developed and certificated on this course.

Start Date

August

Qualification

HND

Study Method

Full time

Course Length

2 years

Department

Business, Enterprise, Administration and IT

Entry Requirements

HNC Administration and Information Technology; Interview

SCQF Level

8

SCQF Points

«SCQFPoints»

Progression Routes

BA Business Management or other relevant degree programme.

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

Address

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Website

www.fife.ac.uk