

Administration and Information Technology

Dundee and Angus College

Venues

Gardyne Campus

Content

The course aims to provide learners with a progression route into employment or progression to the HND Administration and ICT programme. Employability opportunities could be in a general administrative role in small-to-medium-sized organisations or a more specialist post as demanded by larger businesses or public bodies. This qualification covers areas such as current administrative practices; IT skills (Microsoft Office); interpersonal skills; personal effectiveness; communication skills; presentation techniques. A range of optional units allows for the inclusion of specialist knowledge and skills in either law or medical administration.

This course has a blended mode of delivery, on campus and remote so learners will need to master the art of working under their own initiative and to tight deadlines and must therefore be fully committed to their studies.

Start Date

August

Qualification

HNC

Study Method

Full time

Course Length

1 year

Department

Business and Administration

Entry Requirements

2 relevant Highers preferred, including English, or relevant national qualification at SCQF Level 6. Entry subject to interview and pre-entry test.

SCQF Level

7

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

«Address»

Website

www.dundeeandangus.ac.uk