Administration and Information Technology

Dundee and Angus College

Venues

Gardyne Campus

Content

The HNC Administration and Information Technology program is tailored to address the needs of today's dynamic business environment, providing you with a strong foundation for a successful career in business administration.

Throughout the course, you will explore a broad spectrum of subjects, including MS Office applications like word processing, spreadsheets, databases, and PowerPoint. Additional units cover areas such as recording financial transactions, business communication, office administration, and digital technologies relevant to administrative roles.

Start Date

August

Qualification

HNC

Study Method

Full time

Course Length

1 year

Department

Business and Administration

Entry Requirements

2 Highers including English preferred, 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