

# 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](http://www.dundeeandangus.ac.uk)