

Administration and Information Technology

Edinburgh College

Venues

Sighthill Campus

Content

This course prepares you with the skills and knowledge required to work in Administration roles within a modern office environment. You will develop your IT skills using Microsoft Office packages such as Teams, Sway, Word, Excel and Access. You will develop the Meta skills required by all employers.

Subjects include:

IT in Business: Word Processing and Presentation Applications; IT in Business: Spreadsheets; IT in Business: Databases; Digital Technologies for Administrators; Recording Financial Transactions; Personal Development Planning; Communication: Business Communication; and, Administration and Information Technology: Graded Unit 1.

Start Date

August

Qualification

HNC

Study Method

Full time

Course Length

1 year

Department

Enterprise and Commerce

Entry Requirements

2 relevant Highers plus 4 relevant subjects at National 5 including English or Maths, or relevant national qualifications at SCQF Level 6. Interview and skills test.

SCQF Level

7

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

«Address»

Website

www.edinburghcollege.ac.uk