

Administration and Information Technology

Edinburgh College

Venues

Sighthill Campus

Content

This is a day-release HNC (a system of allowing employees days off work to go on educational courses) and you will attend Edinburgh College one day a week over two-years. This course is an excellent opportunity, designed to be taken alongside your full-time work, in order to progress in your avid career and gain vital industry skills; creating a more productive work environment.

Administration and Information Technology HNC will develop your IT, communication and organisational skills. This course is a stepping stone towards a rewarding career as a financial assistant, personal assistant, administrator or office manager. You should study this course to enhance your skills in your current job and workplace in order to progress internally.

Subjects Include:

Personal Development Planning; Office Technologies; Office Administration; IT in Business: Word Processing and Presentation Applications; IT in Business: Spreadsheets; IT in Business: Databases; IT in Business: Desktop Publishing; IT in Business: Word Processing, Spreadsheets and Databases: An Introduction; Recording Financial Transactions; Communications: Business Communication; Administration and Information Technology: Graded Unit.

Start Date

August

Qualification

HNC

Study Method

Part time (day release)

Course Length

2 years

Department

Enterprise and Commerce

Entry Requirements

2 Highers or relevant experience in an office environment.

SCQF Level

7

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

«Address»

Website

www.edinburghcollege.ac.uk