

Administration and IT

Dundee and Angus College

Venues

Off Campus

Content

This course aims to provide learners with the most up-to-date skills, knowledge and understanding to undertake a variety of roles within an organisation. You will receive training which not only gives you good IT skills, but will also teach you how to speak the language of business. We have a unique opportunity to combine study with relevant work experience locally within a variety of business areas. A good administrator provides a vital support function in any busy office. You'll need to master the art of working under your own initiative to tight deadlines. You must therefore be committed fully to the opportunity presented.

Start Date

February, August

Qualification

HNC

Study Method

Distance and Flexible learning
Part time (work based)

Award Title

2 years

Course Length

Contact institution

Department

Business and Administration

Entry Requirements

2 Highers including English, or relevant national qualifications at SCQF Level 5. Entry subject to interview and pre-entry test.

SCQF Level

7

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

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Website

www.dundeeandangus.ac.uk