

## Administration and Information Technology (Year 1)

Forth Valley College

### Venues

Falkirk Campus

### Content

This course is designed to equip students with the skills and knowledge necessary to manage information technology within an organisation and obtain employment in the field of office administration and information handling.

Subjects include:

Spreadsheets, Databases, Personal Development Planning, Recording Financial Transactions, Communication, Desktop Publishing

### Start Date

August

### Qualification

HNC

### Study Method

Part time (evening)

### Course Length

1 year

### Department

Business

### Entry Requirements

2 relevant Highers plus 3 subjects at National 5; or relevant national qualifications at SCQF Level 6. Relevant experience will be considered. All applicants will be interviewed.

### SCQF Level

7

### SCQF Points

«SCQFPoints»

## Progression Routes

Year 2 HNC Administration and Information Technology (evening study)

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

Grangemouth Road  
Falkirk  
FK2 9AD

## Website

[www.forthvalley.ac.uk](http://www.forthvalley.ac.uk)