

Administration and Information Technology (Year 2)

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.

Year 2 subjects include:

Word Processing, Presentation Applications, Office Administration, Digital Technologies, Optional Unit Graded Unit 1

Start Date

September

Qualification

HNC

Study Method

Part time (evening)

Course Length

1 year

Department

Business

Entry Requirements

Year 1 - HNC Administration and Information Technology.

SCQF Level

7

SCQF Points

«SCQFPoints»

Progression Routes

HND Administration and Information Technology (full-time only), Year 1 or 2 of a related degree programme

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

Grangemouth Road
Falkirk
FK2 9AD

Website

www.forthvalley.ac.uk