

## IT in Business - Spreadsheets

North East Scotland College

### Venues

Off campus

### Content

Along with word processing packages, the most widely used software application is the spreadsheet. This is a mandatory Unit within the HNC/HND Administration and Information Technology course, but is also included within other HN Group Awards and can be taken as a stand-alone Unit.

It is designed to allow candidates to develop an understanding of spreadsheet design and how to use spreadsheet features and functions for practical and effective use. It is also relevant to those hoping to develop their knowledge of spreadsheets as a tool to help provide solutions to common business problems. On successful completion, candidates should be able to:

Create a spreadsheet design to provide solutions for a business scenario; Present spreadsheet data in graphical form and interpret the results; Provide solutions to a business scenario using spreadsheet statistical functions.

### Start Date

Flexible

### Qualification

Other

### Study Method

Distance and Flexible learning

### Course Length

6 months

### Department

Computing

### Entry Requirements

It would be beneficial if you have numeracy skills and previous experience in using a computer/spreadsheet software package. A relevant qualification or work experience would also be beneficial.

All students are assigned a login to Microsoft Office 365 which includes online access to Microsoft Excel 2016 at no extra cost.

## SCQF Level

7

## Progression Routes

«ProgressionRoutes»

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

Gallowgate Centre  
Gallowgate  
Aberdeen  
Aberdeen City  
AB25 1BN

## Website

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