

Office Administration

North East Scotland College

Venues

Off campus

Content

This is a Unit within the Professional Development Award and HNC/HND Administration & Information Technology course, but is also included within other HN Group Awards and can be taken as a stand-alone Unit. It has been designed to develop the knowledge and skills required of an administrator, in order to meet the requirements of the administrative function of an organisation. The overall aim is to prepare you for further study or employment in an administrative or IT environment.

Credit points and level: 1 HN credits at SCQF Level 7: (8 SCQF credit points at SCQF Level 7)

Start Date

Flexible

Qualification

Other

Study Method

Distance and Flexible learning

Course Length

6 months

Department

Business and Management

Entry Requirements

It would be beneficial to have some familiarity with administrative functions.

SCQF Level

7

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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