

Administration and Information Technology

Dundee and Angus College

Venues

Off Campus

Content

The course aims to provide learners with a progression route into employment. This could be in a general administrative role in small-to-medium size organisations, or a more specialist post as demanded by larger businesses. This qualification covers areas such as current administrative practices; IT skills (Microsoft Office); interpersonal skills; personal effectiveness; communication skills; presentation techniques. A range of optional units allows the inclusion of specialist knowledge and skills in related business subjects. This course has a blended mode of delivery, on campus and remote so learners will need to master the art of working under their own initiative and to tight deadlines and must therefore be fully committed to their studies.

Start Date

August

Qualification

HNC

Study Method

Part time (day release)

Course Length

2 years

Department

Business and Administration

Entry Requirements

2 Highers preferred including English, or relevant national qualification at SCQF Level 6. Entry subject to interview and pre-entry test.

SCQF Level

7

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

«Address»

Website

www.dundeeandangus.ac.uk