Administration and Information Technology

Dundee and Angus College

Venues

Off Campus

Content

This course supports both new learners and those already working in industry who wish to enhance their skills, advance their careers, or progress to the HND Administration and ICT programme. It prepares learners for roles in administrative environments, whether in SMEs, larger organisations, or public bodies.

The curriculum covers core areas such as Digital Technologies, IT skills (including Microsoft Office), and administrative procedures. Learners also develop key competencies in customer care, leadership, communication, personal effectiveness, and presentation techniques—all vital for employability and career growth.

Start Date

August

Qualification

HNC

Study Method

Part time (day)

Course Length

2 years

Department

Business and Administration

Entry Requirements

2 Highers including English preferred, or relevant national qualification at SCQF Level 6. Entry subject to interview.

SCQF Level

7

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

Address

«Address»

Website

www.dundeeandangus.ac.uk