Administration and Information Technology

Dundee and Angus College

Venues

Gardyne Campus

Content

The course aims to provide learners with a progression route into employment. This could be a general administrative role in any sized organisation or a specialised medical or legal administration post.

This qualification covers areas such as current administrative practices; advanced IT skills (full Microsoft Office package); 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. Additionally, learners will upskill in areas such as business communications and social media.

Start Date

August

Qualification

HND

Study Method

Full time

Course Length

1 year

Department

Business and Administration
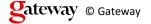
Entry Requirements

HNC Administration and Information Technology.

SCQF Level

8

SCQF Points

«SCQFPoints»

Combination Courses

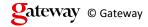«htmlCombinationCourse»   «htmlCombinationUCASCode»

Address

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Website

www.dundeeandangus.ac.uk