Administration and Information Technology

Forth Valley College

Venues

Falkirk Campus

Content

Effective management of administrative, digital and information technologies is key to every organisation. This course is designed to equip you with the skills and knowledge necessary to play a key role in any modern business environment.

The course focuses on the development of skills in IT, digital technologies and business and will help develop transferrable skills which will prepare you for further study, or employment in the modern workplace.

Subjects Include:
Digital Technologies; IT in Business: Word Processing and Presentation Applications; IT in Business: Spreadsheets; IT in Business: Databases; Business Communication; Recording Financial Transactions; Marketing: An Introduction.

Start Date

August

Qualification

HNC

Study Method

Full time

Course Length

1 year

Department

Business

Entry Requirements

2 Highers or Foundation Apprenticeship in Business Skills; or relevant national qualifications at SCQF Level 6

SCQF Level

7

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

Address

Grangemouth Road
Falkirk
FK2 9AD

Website

www.forthvalley.ac.uk