

Administration and Human Resource Management (Level 5)

Edinburgh College

Venues

Sighthill Campus

Content

This course has been developed to provide a basic understanding of Human Resource Management (HRM), administration and IT skills and knowledge required for further study and employment where a basic understanding of the law and administration may enhance your career prospects.

Note: This is a college-devised course and does not lead to a qualification.

What you will learn:

HRM Management skills; Development and Behavioural Skills; Research skills; IT Skills; Administration.

Start Date

August

Qualification

Other

Study Method

Full time

Course Length

1 year

Department

Enterprise and Commerce

Entry Requirements

3 relevant subjects at National 4 including English and Maths, or relevant national qualifications at SCQF Level 4. Interview and skills test.

SCQF Level

5

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

«Address»

Website

www.edinburghcollege.ac.uk