Administration and IT

New College Lanarkshire

Venues

Motherwell Campus

Content

This course is designed for those who wish to take up a career in Administration and Information Technology. This award provides the skills and knowledge demanded of a modern working environment.

Core units include:

Office Administration and Digital Technologies for Administrators; IT in Business: Word Processing, Spreadsheets and Databases; Human Resources, Law and Finance; Communication and Personal Development Planning.

Additional subject areas: Finance/book-keeping; Marketing; Customer care.

Start Date

August

Qualification

HNC

Study Method

Part time (day)

Course Length

2 years

Department

Lanarkshire Business School

Entry Requirements

1 relevant Higher; or NQ Business Administration and Accounting (Level 6); or other relevant national qualifications at SCQF Level 6.

SCQF Level

7

SCQF Points

«SCQFPoints»

Progression Routes

HND Business

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

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Website

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