# 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

Full time

## Course Length

1 year

## 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»

## Address

Town Centre
Cumbernauld
North Lanarkshire
G67 1HU

## Website

www.nclanarkshire.ac.uk