

Administration and IT

New College Lanarkshire

Venues

Motherwell Campus

Content

This course is for those interested in advancing their career options, self-employment or furthering their qualifications.

Content:

Office management; Information and communication technology in business; Advanced word processing, spreadsheets and databases; Leadership; Economics.

Start Date

August

Qualification

HND

Study Method

Full time

Course Length

1 year

Department

Administration

Entry Requirements

HNC Administration and IT

SCQF Level

8

SCQF Points

«SCQFPoints»

Progression Routes

3rd year of a relevant degree programme

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

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Website

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