Administration and IT

South Lanarkshire College

Content

This course is ideal for anyone wanting to develop a career in IT or administration. It will suit school leavers, adult returners, those looking to change/progress in their career or take their first steps into the industry.

You will learn about time management, your own personal development, business and digital technologies in today's working environment through work placement, groupwork, lectures, project work, directed study and from industry professionals on site visits and guest speakers.

You'll learn about business and digital technologies in today's working environment. You will learn through work placement, groupwork, lectures, industry visits and guest speakers and units may include:

Microsoft Office applications - word processing, spreadsheets, database, presentations
Office administration; Digital technologies for administrators; Communication for business; Recording financial transactions; Personal development planning; Web design; Visual communication: social media content; Employment law; HR Management; and, graded unit.

Start Date

August

Qualification

HNC

Study Method

Full time

Course Length

1 year

Department

Administration and IT

Entry Requirements

1 relevant Higher; or relevant Foundation Apprenticeship; or relevant national qualifications at SCQF Level 6. Successful interview.

SCQF Level

7

SCQF Points

«SCQFPoints»

Progression Routes

Year 2 HND Administration and Information Technology.

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

Address

College Way
East Kilbride
G75 0NE

Website

www.slc.ac.uk