

Administration and Information Technology

South Lanarkshire College

Content

You'll learn various subjects and about the business environment. Subjects include Microsoft Office software applications, office Administration, marketing, HR, social media for business, web design, digital technologies. You'll learn through work placement, groupwork, lectures, industry visits and guest speakers.

Start Date

August

Qualification

HNC

Study Method

Full time

Course Length

1 year

Department

Administration and IT

Entry Requirements

1 relevant Higher + 3 subjects at National 5; or relevant Foundation Apprenticeship; or relevant national qualifications at SCQF Level 5 or 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.south-lanarkshire-college.ac.uk