

Administration and Information Technology (National Certificate)

Course Description

Good administration skills are an asset for anyone considering an office or reception job or indeed self employment. This very practical, full time course provides an excellent introduction to a career in this field and will provide the skills and confidence needed to find work or to progress to study at a higher level. The course develops learning and an understanding in the following areas:

- ★ administrative systems within an office environment, where accuracy, problem solving and time keeping all play an important role
- ★ systems for arranging an event, stock inventories, front of office/reception duties
- ★ proficient IT skills in word processing, database, spreadsheets and the effective use of online technologies
- ★ essential soft skills including working with others, communication and customer care

In addition, the opportunity to study English up to Higher level is included in this course.

Entry requirements

Entry to this course is by application. An Application Form can be downloaded from our website, obtained from the nearest college learning centre or by telephoning Admissions on 01599 566770.

Students should have completed 4 years of secondary education and have 3 Standard Grades at General Level, or Intermediate 1 English and Mathematics/Numeracy. All applicants must be able to demonstrate a strong desire to study or work in the area of Administration.

Qualifications

Following successful completion of the required number of units, students will achieve a National Certificate in Administration and Information Technology at SCQF level 5. In addition, students will gain the appropriate Certificate for all other units at the level achieved.

Attendance

This full time course requires minimum attendance of 21 hours per week for the full year starting in August. Timetable details are given at the beginning of the course. Classes are generally scheduled between the hours of 9am and 6pm but some classes may finish after this time.

Progression

This course also provides well articulated progression routes to higher study in the areas of Administration and Business (please see over the page). It also provides students with a good foundation of administration and IT skills, both of which are much sought after in office based work and administrative jobs.

National Certificate in Administration and Information Technology

Group Award Code: G99P 45

This full time course will consist of a minimum of 18 credits. Students must achieve 12 units from the Administration and Information Technology framework to gain this award.

Progression Routes:

