

What is the course about?

The course is at advanced level, designed for those who wish to progress on to higher qualifications or gain employment in business administration. You will study a range of IT units and user skills modules. Students have gained employment within the finance government and private legal sectors. During the two years, there is an opportunity to get work experience with a company on the island.

What are the entry requirements?

At least 4 GCSEs grade A to C, preference will be given to students with English at grade C, or equivalent. A successful College interview is also required.

What will I study?

- Communication and employability skills
- Computer systems
- Information systems
- Business communications
- Business Resources
- E-commerce
- Spreadsheet modelling
- Databases
- Web Design Strategy
- IT User Skills, including advanced Word, Excel and PowerPoint
- GCSE English and Maths as required
- Course content and modules are subject to change

How will I be assessed?

By assessments, internally marked assignments, examination and practical activities. Assessment standards are assured through the awarding bodies.

What are my progression and career options?

Level 4 HND Admin & IT course, employment and HNC Admin & IT (part-time).

Who should I contact?

All enquiries relating to this course are to be directed to the Course Admissions Tutor via the Programme Area Secretary on 648202 or by e-mail to tracy.clift@ucm.ac.im