

# **Administration and Information Technology with Digital Communication**

City of Glasgow College

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City Campus

#### **Content**

The increased digitisation of the workplace has meant there is a demand for administrators to have increased digital skills; this course is an excellent opportunity for you to study and train for a career in various administration positions with excellent career opportunities and progression routes.

You will study:

Web design; Social media; Databases; Spreadsheets; and Marketing.

#### **Start Date**

August

# Qualification

HNC

# **Study Method**

Full time

# **Course Length**

1 year

# **Department**

Administration and Human Resources

#### **Entry Requirements**

1 relevant Higher, or relevant national qualifications at SCQF Level 6. Entry subject to interview.

#### **SCQF Level**

7

#### **SCQF Points**

«SCQFPoints»

# **Progression Routes**





**HND Administration and Information Technology** 

# **Combination Courses**

«htmlCombinationCourse»

«htmlCombinationUCASCode»

# **Address**

City Campus 190 Cathedral Street Glasgow G4 ORF

# Website

www.cityof glasgow college.ac.uk

