Administration and Information Technology with Digital Communication

City of Glasgow College

Venues

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

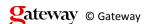Administration, Human Resources and Law

Entry Requirements

1 relevant Higher, or NQ Administration and Business, or other relevant national qualifications at SCQF Level 5 or 6. Entry subject to interview.

SCQF Level

7

SCQF Points

«SCQFPoints»

Progression Routes

Relevant HND

Combination Courses

«htmlCombinationCourse»   «htmlCombinationUCASCode»

Address

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Website

www.cityofglasgowcollege.ac.uk