

## Administration and Information Technology (2nd year entry)

City of Glasgow College

### Venues

City Campus

### Content

This course will provide you with a broad range of office-based skills and knowledge required for a career in office administration. This is a challenging course, where you'll develop specialist skills in IT, desktop publishing, communication, research and planning.

You will study:

Office Management; ICT in Business; Developing the Individual Within a Team; Core IT units - Advanced Word Processing, Advanced Spreadsheets, Advanced Databases, Presentation Skills.

There are two graded units within the course, one project-based and one exam based.

### Start Date

August

### Qualification

HND

### Study Method

Full time

### Course Length

1 year

### Department

Administration, Human Resources and Law

### Entry Requirements

Relevant HNC. Entry is subject to interview.

### SCQF Level

8

### SCQF Points

«SCQFPoints»

## Progression Routes

Year 3 of relevant degree

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

City Campus  
190 Cathedral Street  
Glasgow  
G4 0RF

## Website

[www.cityofglasgowcollege.ac.uk](http://www.cityofglasgowcollege.ac.uk)