Administration and Information Technology

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 and Human Resources

Entry Requirements

HNC Administration and Information Technology with Digital Communication. Entry is subject to interview.

SCQF Level

8

SCQF Points

«SCQFPoints»

Progression Routes

Year 3 of relevant degree

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

Address

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Website

www.cityofglasgowcollege.ac.uk