

Administration with Digital Technologies (Level 5)

Glasgow Clyde College

Venues

Cardonald Campus

Content

This course gives you the opportunity to gain the essential skills required to work in a modern office environment. You will learn about the use of Microsoft Office and how to create spreadsheets, presentations and databases.

Content includes:

IT: (Word processing, spreadsheets, databases, presentations, email and the internet); Event costing; Word processing; Developing skill for employment; Communications in administration; Digital technologies; Social media literacy; Enterprise project; Event organisation; Administration and IT Project Level 5; Administration and IT Exam Level 5.

Start Date

August

Qualification

NQ

Study Method

Full time

Course Length

1 year

Department

Business and Finance

Entry Requirements

3 subjects at National 4 including English, or relevant national qualifications at SCQF Level 4. Relevant work experience will be considered. Entry is subject to interview.

SCQF Level

5

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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Website

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