

Administration and Information Technology (with Human Resource Management)

Glasgow Clyde College

Venues

Cardonald Campus
Langside Campus

Content

You will learn about current administrative, business and professional practices, along with gaining the increased digital skills you require for this type of career. The first year of this course incorporates the HNC.

Year 1 (HNC)

IT (word processing, databases, spreadsheets, presentation applications); Digital administration; Digital technologies; Personal development planning; Financial accounting; Communication; Work experience (subject to availability); Graded unit examination; Introduction to Human Resource Management.

Year 2 (HND)

Office management; Human resources; Employment law; Advanced IT (word processing, databases, spreadsheets); Information and communication technology (ICT) in business; Developing the individual within a team; Work experience (subject to availability); Presentation skills; Graded unit exam and project.

Possible non-core units include customer care, economics, business statistics, business start-up and market.

Start Date

August

Qualification

HND

Study Method

Full time

Course Length

2 years

Department

Business and Finance

Entry Requirements

1 relevant Higher and subjects at National 5, or Foundation Apprenticeship Business Skills. All applicants will be invited to attend an interview.

SCQF Level

8

Progression Routes

2nd or 3rd year of relevant degree course. You can also move on to University of Glasgow Honours Degree in Rural Business Management.

Address

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Website

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