

Administration and Information Technology (with Human Resource Management)

Glasgow Clyde College

Venues

Cardonald Campus

Content

This course will prepare you with the knowledge and skills you need to find a job in a wide range of administrative and IT roles, or for further study.

You will learn about current administrative, business and professional practices, along with gaining the increased digital skills you require for a career in the administrative function of the HR Department. If you leave after one year of full-time study you may achieve the HNC.

Year 1 (HNC):

Human resource management: Introduction; IT in business: Spreadsheets; IT in business: Word processing and presentation applications; Office administration; Communication: Business communication; Human resource management: Core activities; Recording financial transactions; Customer care; IT in business: Databases; Administration and information technology: Graded unit; Digital technologies for administrators; Marketing: An introduction; Personal development planning.

Year 2 (HND)

IT in business: Word processing, spreadsheets and databases; Presentation skills; Research skills; Office management; Business contractual relationships; IT in business: Advanced word processing; Developing the individual within a team; Administration and information technology: Graded unit 2; Office management; Information and communication technology in business; IT in business: Advanced spreadsheets; Using financial accounting software; Administration and information technology: Graded unit 3 project; IT in business: Advanced databases.

Start Date

August

Qualification

HND

Study Method

Full time

Course Length

2 years

Department

Business and Finance

Entry Requirements

1 relevant Higher plus subjects at National 5, or relevant Foundation Apprenticeship

SCQF Level

8

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

«Address»

Website

www.glasgowclyde.ac.uk