

Administration and Information Technology (with Human Resource Management)

Glasgow Clyde College

Venues

Cardonald Campus

Content

This one year HNC Administration and Information Technology 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.

Topic include: 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

Start Date

August

Qualification

HNC

Study Method

Full time

Course Length

1 year

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

7

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

«Address»

Website

www.glasgowclyde.ac.uk