

## Administration and Information Technology (with Human Resource Management)

Glasgow Clyde College

### Venues

Cardonald Campus

### Content

If you want to develop the skills and confidence to apply for administrative and IT roles, this one year HNC prepares you for a wide range of sectors and jobs. You'll explore the nuts and bolts of office administration, from spreadsheets and presentations to financial transactions, learn about IT in business and get an introduction to HR management. There might also be a chance to put those new skills into practice on a work placement.

You will learn:

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; Personal development planning; and, Work placement.

### Start Date

August

### Qualification

HNC

### Study Method

Full time

### Course Length

1 year

### Department

Business and Finance

### Entry Requirements

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

### SCQF Level

7

## SCQF Points

«SCQFPoints»

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

«Address»

## Website

[www.glasgowclyde.ac.uk](http://www.glasgowclyde.ac.uk)