

Administration and Information Technology (2nd Year Entry)

Glasgow Clyde College

Venues

Langside Campus

Content

This HND Administration and Information Technology course is for those who have completed the HNC Administration and Information Technology qualification and would like to progress their studies.

Content includes:

Office Management; Human Resources and Employment Law; Advanced IT (word processing, databases, spreadsheets); Information and Communication Technology in Business; Developing the Individual within a Team; Work Experience (subject to availability); Presentation Skills; Graded Unit Exam and Project.

Start Date

August

Qualification

HND

Study Method

Full time

Course Length

1 year

Department

Business and Finance

Entry Requirements

Relevant HNC

SCQF Level

8

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

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Website

www.glasgowclyde.ac.uk