Administration and Information Technology (2nd year entry)

Glasgow Clyde College

Venues

Cardonald Campus
Langside Campus

Content

If you've completed HNC Administration and Information Technology (with 15 credits), this course is the perfect next step. You'll develop key skills in areas like office management, human resources and advanced IT. The course also focuses on essential employability skills for both business and personal growth, including teamwork and presentation techniques.

Content includes:

Office management; Human resources; Advanced IT (word processing, databases, spreadsheets); Information and communication technology in business; Developing the individual within a team
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

«Address»

Website

www.glasgowclyde.ac.uk