

# Administration and Information Technology

Glasgow Clyde College

## Venues

Cardonald Campus  
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 further. Throughout the course you will learn key skills from office management, human resources and employment law to advanced IT and. You will also learn key employability skills required for business and personal development.

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

«Address»

## Website

www.glasgowclyde.ac.uk