

Advanced Business and Administration (Level 6)

Glasgow Kelvin College

Venues

East End Campus

Content

This course is designed to allow learners, upon completion, to progress to a relevant HND programme (e.g. HND Business or HND Administration and IT). Learners on this course will normally have some experience of studying Business or Administration and IT at level 5.

Units include:

Communication; Understanding Business; Management of People and Finance; Management of Marketing and Operations; Administration Theory and Practice; IT Solutions for Administrators; Communication in Administration; Scottish Legal Framework; Employment Law: An Introduction; Contemporary Business Influences; Leadership: An Introduction; Leadership in Practice; Customer Service; Local Investigations; Personal Learning and Development.

Campus location may be subject to change.

Start Date

August

Qualification

NQ

Study Method

Full time

Course Length

1 year

Department

Business Admin

Entry Requirements

3 subjects at National 5 including English and Business Management or Administration and IT, or relevant NC or NQ at SCQF Level 5. Entry subject to interview.

SCQF Level

6

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