

Business with ESOL (Level 4)

Glasgow Kelvin College

Venues

Springburn Campus

Content

This course is intended for anyone with a passion for Business, Administration or Finance, and looking for a career in this industry whose first language is not English.

The course will provide the learners with the fundamental knowledge and skills of Administration & Business, in addition to providing support and the opportunity to further develop ESOL skills.

This course prepares the learner for progression to higher level courses and a career in the Administration & Business industry.

Subjects include:

Communications; Business in Action; Influences on Business; Preparing Business Documents; IT Solutions for Administrators; Administrative Practices; Communication in Administration; Word Processing; ESOL for Employability Level 5.

Units are subject to change.

Start Date

August

Qualification

NQ

Study Method

Full time

Course Length

1 year

Department

Business Admin

Entry Requirements

ESOL at National 4

SCQF Level

4

SCQF Points

«SCQFPoints»

Progression Routes

Relevant courses at SCQF Level 5.

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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