

Advanced Business Administration with Human Resource Management

Glasgow Clyde College

Venues

Cardonald Campus

Content

If you aspire to work in a dynamic, modern office environment, this course will give you the skills to perform confidently and effectively in any sector. You'll enhance your expertise in Microsoft Office, mastering word processing, spreadsheet creation, impactful presentations, and database organisation. You'll also explore topics such as finance and people management, expanding your understanding of the administrative and business sectors.

Content includes:

Human resource management; Recruitment and selection; IT (spreadsheets, databases, word processing and presentations); Understanding business; Financial and management accounts; Communications in administration; eMarketing; Digital technologies; Administrative theory and practice; HR project; Management of people and finance.

Start Date

August

Qualification

NQ

Study Method

Full time

Course Length

1 year

Department

Business and Finance

Entry Requirements

4 subjects at National 5 including English; or relevant Foundation Apprenticeship, or relevant national qualifications at SCQF Level 5. IT experience is essential.

SCQF Level

6

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

«Address»

Website

www.glasgowclyde.ac.uk