

# Advanced Business Administration with Human Resource Management

Glasgow Clyde College

## Venues

Cardonald Campus

## Content

This Advanced Business with Human Resource Management course will give you the skills required for employment in a modern office environment. You will extend your knowledge of the use of Microsoft Office for word processing and creating spreadsheets, presentations and databases. You will also study business subjects which will help broaden your knowledge of the administrative/business sector.

Content includes:

IT (spreadsheets, databases, word processing and presentations); Understanding business; Financial and management accounts; SAGE accounting; Human resource management; Organising an event; Employment law; Communications in administration; Recruitment and selection; Customer care; eMarketing; Finance in eBusiness; Digital technologies.

## 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 NQ Administration and IT at SCQF Level 5. IT experience is essential. Applications are also invited from those without formal qualifications but who have relevant life and/or work experience.

An interview may be part of the selection process.

## SCQF Level

6

## SCQF Points

«SCQFPoints»

## Progression Routes

Relevant HND course

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

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Glasgow  
Glasgow City  
G52 3AY

## Website

[www.glasgowclyde.ac.uk](http://www.glasgowclyde.ac.uk)