

Introduction to Administration with Business (Level 4)

Glasgow Clyde College

Venues

Cardonald Campus

Content

This Introduction to Administration with Business course is designed for those who are new to office administration and IT packages. It is also appropriate for those who would like to improve their basic skills. You will gain up-to-date skills needed to work in an office environment and will practice working on a busy reception desk and learn practical job skills. This course is a great way to progress to further study and learn the administration skills needed for a modern office.

Content:

Communication in administration; Influences on business; Bookkeeping; IT Solutions for administrators; Administrative practices; Word processing; Office activities; Customer care.

Start Date

August

Qualification

NQ

Study Method

Full time

Course Length

18 weeks

Department

Business and Finance

Entry Requirements

No formal entry requirements.

SCQF Level

4

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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