

## 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. You will learn how to use Microsoft Office packages such as Word, Excel, PowerPoint, Outlook and Access.

Content:

Keyboarding and speed typing; Word processing; Administrative services; Information Technology; Telephone skills; Book-keeping; Desktop publishing; In-house Examination.

### Start Date

August

### Qualification

NQ

### Study Method

Full time

### Course Length

18 weeks

### Department

Business and Finance

### Entry Requirements

4 relevant units at National 4 or 5. Relevant work experience will be considered. Entry is subject to interview.

### SCQF Level

4

### SCQF Points

«SCQFPoints»

## Progression Routes

Relevant Administration, Business, Finance or Accounting courses

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

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## Website

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