Business with IT (Level 5)

Glasgow Clyde College

Venues

Langside Campus

Content

If you want to learn exactly how businesses operate, this course covers all bases. You'll learn everything from how to use all aspects of Microsoft Office to book-keeping, HR and contract law. During the course, you'll also have the chance to take part in an enterprise project to help you build your personal and business skills while working with others. This is a good introduction to the world of business as you work your way up to a Level 6 or HND course.

Content Includes:
Business management; Accounting: Bookkeeping and financial; Communication; IT: Microsoft Office – Excel, Word and Access; Employability and job seeking skills; Customer care; Contract law; Social media literacy; Enterprise project; Starting in business; Finance and human resources; Marketing and operations.

Start Date

August

Qualification

NQ

Study Method

Full time

Course Length

1 year

Department

Business and Finance

Entry Requirements

3 subjects at National 4 including English, or relevant national qualifications at SCQF Level 4

SCQF Level

5

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

Address

«Address»

Website

www.glasgowclyde.ac.uk