Administration, Business and Employability (Level 4)

Glasgow Kelvin College

Venues

East End Campus

Content

The NQ Administration, Business & Employability (Level 4) at Glasgow Kelvin College, East End campus, is designed to help you develop the essential knowledge and skills needed to start your journey in administration, business, and customer service.

You'll learn how to use industry-standard software, improve your communication and organisational skills, and gain experience in enterprise activities. From word processing and spreadsheets to social media for customer service, this course gives you a strong foundation for employment or progression to further study.

Content may include the following subjects (subject to change):

Word Processing & Spreadsheets; Business in Action; Developing Skills for Employment; IT Solutions for Administrators; Social Media for Customer Service; Financial & Cost Accounting; Influences on Business; Enterprise Skills; Business Assignment; Personal Finance.

Start Date

August

Qualification

NQ

Study Method

Full time

Course Length

1 year

Department

Business Admin

Entry Requirements

National 3 English or relevant national qualifications at SCQF Level 3

SCQF Level

4

SCQF Points

«SCQFPoints»

Progression Routes

Relevant course at SCQF Level 5 or 6

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

Address

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Glasgow
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Website

www.glasgowkelvin.ac.uk