

Administration, Business and Employability (Level 4)

Glasgow Kelvin College

Venues

East End Campus

Content

The Pathways to Administration, Business and Employability course is ideal if you want to develop your knowledge and practical skills relating to the administration and business industry.

The course will explore a variety of disciplines such as, word processing, spreadsheets, finance, social media in the customer service environment, employability and preparation for job interviews, enhancing your prospects of gaining employment.

You will also have the opportunity to gain the knowledge and understanding for setting up, participating and evaluating an enterprise activity.

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

Word Processing; Understanding Business; Developing Skills for Employment; Spreadsheets for Administrators; IT Solutions for Administrators; Social Media for Customer Service; Financial and Cost Accounting; Working for yourself (TBC); Enterprise Skills; and, NM Interview preparation.

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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Website

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