

Business, Accounting and Administration (Level 5)

UHI Perth

Venues

Main Campus

Content

This NQ incorporates 3 disciplines, Administration, Business and Accounting, giving students the opportunity to learn and develop skills in each. For example, Marketing, Enterprise Skills, Finance, Time Management, Spreadsheets, Databases and Word Processing. On successful completion of the course, learners will be able to either go into employment or transition into Higher Education.

Content Includes:

Managing Time, Resources and Well Being; Communication, Numeracy, Word Processing, Skills for Customer Care, Marketing: Basic Principles and Applications, Recording Cash Transactions, IT Solutions for Administrators, Enterprise Skills, Economics of the Market, Preparing Management Accounting Information, Contract Law and Personal Development Planning.

Start Date

September

Qualification

NQ

Study Method

Full time

Course Length

1 year

Department

Business and Computing

Entry Requirements

No formal entry requirements.

SCQF Level

5

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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