

Business Administration Basics (Level 4)

Glasgow Clyde College

Venues

Cardonald Campus

Content

Are you new to office administration and IT and eager to learn the fundamentals? This course provides you with essential, up-to-date knowledge to thrive in an office environment. You'll also gain hands-on experience by working on a busy reception desk. It's an excellent opportunity to build practical skills, prepare for further studies and gain valuable experience for today's modern workplace.

You will learn:

Communication in administration; Influences on business; Bookkeeping; IT Solutions for administrators; Administrative practices; Word processing; Office activities; and, Customer care.

Start Date

August

Qualification

NQ

Study Method

Full time

Course Length

18 weeks

Department

Business and Finance

Entry Requirements

No formal entry requirements.

SCQF Level

4

Combination Courses

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Website

www.glasgowclyde.ac.uk