Fundamentals of Business Administration (Level 5)

Glasgow Clyde College

Venues

Cardonald Campus

Content

This course covers a broad range of business, accounting and IT skills that are sought after by employers. You'll increase your knowledge of business operations from people management and finance to economic drivers and basic office principles. With visits from guest speakers and a chance to visit one of our partner organisations, you'll get a great first insight into the world of business.

You will study:

Understanding business; Management of people and finance; Management of marketing and operations; Economics of the market; Preparing management accounting; Financial and cost accounting; Spreadsheets; and, Presentation skills.

Start Date

August

Qualification

NQ

Study Method

Full time

Course Length

18 weeks

Department

Business and Finance

Entry Requirements

4 subjects at National 4 including English, or relevant Foundation Apprenticeship, or relevant national qualifications at SCQF Level 4.

SCQF Level

5

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

Address

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Website

www.glasgowclyde.ac.uk