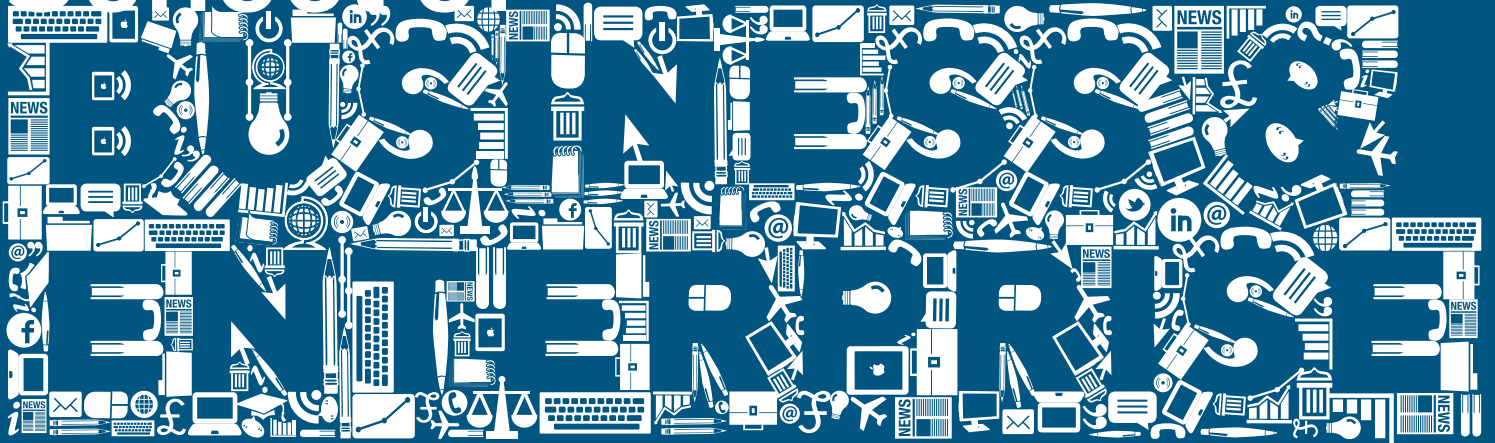


School of



WELCOME

Welcome to the School of Business & Enterprise. The following pages give brief details of our courses. Full details for all courses can be found on our website.

Some of our courses require you to attend for an interview. All course entry is subject to the outcome of discussion at the interview. At the interview you should be able to demonstrate an interest in your chosen subject. If you don't have the required qualifications, we'll consider you for a place based on your experience - contact course leaders for more information.

Students studying for a two year HND can choose to leave after one year of study with an HNC.

Once you've finished your course, you have the option to move on to a higher level course:

- **NC/NQ - Apply for HNC/HND courses at the college**
- **HNC/D - Apply for degree level courses**

Alternatively, you can go into related employment.

Below we've given you some examples of the career options available if you complete one of our Business courses:

Customer facing jobs in the Public and Voluntary Sectors, Administrator, Personal Assistant, Management or Team Leader in Industry & Commerce, HR Positions, Marketing and Promotion, Accounting, Paralegal, Advertising or Public Relations, Social/Digital Media, Fashion Industry, Retail Industry.

Full details on opportunities available after you've completed your course are available on the website :

www.cityofglasgowcollege.ac.uk



COURSES

NC Business

NC Administration

**HNC/D Administration & Information
Technology**

HNC/D Business

Diploma of Higher Education (Business)

NC Accounting

HNC/D Accounting

NC Advertising & Public Relations

HNC/D Advertising & Public Relations

HNC/D Marketing

NQ Fashion Merchandising

NQ Retailing

HNC/D Retail Management

**HNC/D Supply Chain Management and
Procurement**

NC Legal Services

HNC/D Legal Services

HNC/D Human Resource Management



NC Business

About this course (SCQF 5/6)

This one year course introduces you to the knowledge and practical skills you'll need to work in the business sector. If you achieve 12 units at level 5 or above you will be awarded the National Certificate in Business at Level 5.

What you need

- Three or more relevant Standard Grade passes including English at Grade 3 or above, or equivalent (Intermediate 1 or 2 at C or above)

Contact

amanda.muir@cityofglasgowcollege.ac.uk

NC Administration

About this course (SCQF 5/6)

This one year course prepares learners for a wide range of employment opportunities. The course will equip you with the crucial skills and knowledge to allow you to pursue a career as an Administrator in the business environment.

What you need

- Three or more relevant Standard Grade passes including English at Grade 3 or above, or equivalent (Intermediate 1 or 2 at C or above)

Contact

ellie.sneddon@cityofglasgowcollege.ac.uk

HNC/D Administration & Information Technology

About this course (SCQF 7/8)

This one year (HNC) or two year (HND) course provides a broad range of skills and knowledge to give you lots of opportunities for jobs or further study. You'll develop specialist skills in IT, project management, research and planning.

What you need

HNC

- One Higher at Level C or above in English (or an English based subject such as History, Administration, Modern Studies or Business Management) AND
- Two other passes at Standard Grade, or equivalent at band 3 or above, OR
- A National Qualification including Communication 4 and appropriate Administration/IT modules, OR
- SVQ Level 2 in Administration

HND

- Two Highers at C or above including English (or History, Administration, Modern Studies or Business Management)
- Direct entry to year two may be possible if you complete the HNC Administration and Information Technology Group Award with 13 credits or more, including mandatory credits

Contact

HNC/D (first year)

liz.mcconville@cityofglasgowcollege.ac.uk

HND (second year)

ellie.sneddon@cityofglasgowcollege.ac.uk



HNC/D Business

About this course (SCQF 7/8)

This one year (HNC) or two year (HND) course provides a broad range of skills and knowledge necessary for many careers. Today, the internet is an important part of business, so we have updated the course to include analysing and using information for strategic purposes.

What you need

HNC

- One Higher pass in an appropriate subject such as Business Management, Modern Studies, Economics, History, English, OR
- NC in Business or appropriate NQ with passes in Communication, Business Decision Areas, Economics and Finance

HND

- Two Higher passes in appropriate subjects such as Business Management, Modern Studies, Economics, English, History, OR
- An NC in Business or an appropriate NC with passes in Communication, Economics, Finance, Law
- Direct entry to year two may be possible if you complete the HNC Business with 15 credits, including a pass in Graded Unit 1

Contact

HNC/D (first year)

gerry.mccrear@cityofglasgowcollege.ac.uk

HND (second year)

amanda.muir@cityofglasgowcollege.ac.uk

Diploma of Higher Education (Business)

About this course (SCQF 8)

This two year course is a collaboration between City of Glasgow College and the University of Strathclyde Glasgow - designed to give you entry straight into the third year of the BA degree programme at Strathclyde Business School.

What you need

- Three Higher Grade passes at Grade C or above, including English (or alternatively, suitable subjects such as Modern Studies, History or Economics) and
- Two other passes at Standard Grade or equivalent at band 2 or above, preferably including Mathematics or Intermediate 2 passes will also be considered

Contact

sean.crossan@cityofglasgowcollege.ac.uk



NC Accounting (New Framework)

About this course (SCQF 5)

This one year programme provides a comprehensive introduction to accounting concepts and procedures.

What you need

- Three or more Standard Grade passes at Grade 3 or above, or equivalent (Intermediate 1 or 2 at C or above)

Contact

nicola.darroch@cityofglasgowcollege.ac.uk

HNC/D Accounting

About this course (SCQF 7/8)

This two year course will equip you with the knowledge and understanding you need to begin work in an accounts department in industry or the public sector. It includes the information technology skills employers require in today's job market.

What you need

HNC (HND year 1)

- One Higher Grade pass at Grade C or above preferably in one of the following: English, Mathematics, Physics or Accounting and Finance, (other Highers or 3 Intermediate 2 Grade A passes may be considered by the Curriculum Leader) OR
- A NC Accounting Group Award or a NC in another discipline with at least 15 credits

HND (2 years)

- Entry to the HND programme (2 years) will require you to have 2 Highers at Grade C or above preferably in one of the following: English, Mathematics, Physics or Accounting and Finance, (other Highers may be considered by the Curriculum Leader)
- 2nd year direct entry - You will need an HNC Accounting with 12 or more credits, including all mandatory credits

Contact

HNC/D Year 1

stephen.arbutnot@cityofglasgowcollege.ac.uk

HND Year 2

chris.atkinson@cityofglasgowcollege.ac.uk

NC Advertising & Public Relations

About this course (SCQF 6)

Want a career in the advertising and public relations sector or intend to go on to higher level courses? On this one year course you'll produce advertising campaign materials and public relations media products, and put industry practices into action. You'll promote a real event, following a live brief.

What you need

- Three or more passes at Standard Grade or equivalent at band 3 or above that must include English. In some cases a combination of modules and Standard Grades will be accepted
- Good communication skills

Contact

jacquie.shaw@cityofglasgowcollege.ac.uk

HNC/D Advertising & Public Relations

About this course (SCQF 7/8)

This two year course trains you for a career in the communication industries. You'll develop an understanding of the nature and function of advertising and public relations, within a wider marketing and marketing communications framework. There is a large social media component to the course, reflecting industry practice.

What you need

HNC

- Higher Grade English at Grade C or above, and two other passes at Standard Grade or equivalent at band 3 or above, OR
- A relevant National Qualification (NQ) including Core Skills Higher Communication (or equivalent) and appropriate subject modules

HND

- Two Higher Grade passes at Grade C or above, including English, OR
- A relevant NC or NQ including Core Skills Higher Communication or equivalent, and appropriate subject modules
- You'll need to show a genuine interest in advertising and public relations

Contact

john.heuston@cityofglasgowcollege.ac.uk





HNC/D Marketing

About this course (SCQF 7/8)

This two year course helps you develop the skills you'll need to work in marketing and business. It covers marketing theory and buyer behaviour, as well as the main operational areas of marketing research, promotion and selling.

What you need HNC

- One Higher Grade pass at Grade C or above (preferably English, or a subject such as Modern Studies, Economics, History or Business)
- Two other passes at Standard Grade, or equivalent at band 3 or above, OR
- A relevant National Qualification or Certificate including Core Skills Higher Communication and appropriate subject units

HND

- Two Higher Grade passes at Grade C or above including English (alternatively Modern Studies, Economics, History or Business)
- Before we offer you a place, you should be able to show a real interest in Marketing

Contact

tom.dickson@cityofglasgowcollege.ac.uk

NQ Fashion Merchandising

About this course (SCQF 5/6)

This one year course is designed for people who want a career in the business side of the fashion industry. You will have access to experience the fashion opportunities in Glasgow, the UK's largest shopping location outside London. Towards the end of the course you'll put on your own themed fashion show.

What you need

- Three passes or more at Standard Grade, or equivalent at band 3 or above, including English
- You'll need to show a genuine interest in the fashion industry

Contact

jacquie.shaw@cityofglasgowcollege.ac.uk



NQ Retailing

About this course (SCQF 5/6)

This one year course is designed for people who want a career in retailing and provides a practical and broad introduction. This will enable you to acquire and develop the skills and knowledge required to gain employment in the retail sector or progress to further study.

What you need

- Three passes or more at Standard Grade, or equivalent at band 3 or above, including English

Contact

jacquie.shaw@cityofglasgowcollege.ac.uk

HNC/D Retail Management

About this course (SCQF 7/8)

This two year course prepares you for a career in the retail industry - where there is a growing need for qualified people to fill trainee management positions. To expand the learning experience in the second year, you'll do a work placement.

What you need

HNC

- Higher English at Grade C or above (or another relevant Higher)
- Two other passes at Standard Grade, or equivalent at band 3 or above, OR
- A National Qualification including Core Skills Communication Higher and Computing, or an appropriate SVQ

HND

- Two Higher Grade passes at Grade C or above including English, (or a relevant Higher) OR
- A National Qualification including Core Skills Communication Higher or an appropriate SVQ
- You'll need to show a real interest in the retail industry

Contact

maureen.houston@cityofglasgowcollege.ac.uk



HNC/D Supply Chain Management & Procurement

About this course (SCQF 7/8)

This two year course helps you develop the skills you'll need to work in the extended supply chain and business, as well as the main operational areas of supply chain management, procurement, logistics, storage and operations.

What you need HNC

- One Higher Grade pass at Grade C or above (preferably English, or a subject such as Modern Studies, Economics, History or Business)
- Two other passes at Standard Grade, or equivalent at band 3 or above, OR
- A relevant National Qualification or Certificate including Core Skills Higher Communication and appropriate subject units
- You should be able to show a real interest in Supply Chain Management

HND

- Two Higher Grade passes at Grade C or above including English (alternatively Modern Studies, Economics, History or Business)
- You should be able to show a real interest in Supply Chain Management

Contact

peter.provan@cityofglasgowcollege.ac.uk

NC Legal Services (New Framework)

About this course (SCQF 5/6)

This one year course equips you with core skills and knowledge for a future career in legal administration or in a regulated business environment where awareness of legal principles would be advantageous.

What you need

- Three Intermediate 2 passes at Grade 3 or above (or equivalent), one of which should be English

Contact

peter.scott@cityofglasgowcollege.ac.uk

HNC/D Legal Services

About this course (SCQF 7/8)

The two year HN in Legal services provides candidates with a sound understanding of the principles of Scots law and procedures.

What you need

HNC

- One Higher Grade pass, preferably English. We'll also consider Modern Studies, Politics, History or Economics
- Two other passes at Standard Grade, or equivalent at band 3 or above, OR
- A National Certificate at Level 6 including relevant and appropriate units

HND

- Two Higher Grade passes at Grade C or above, including English (we'll also consider Modern Studies, Politics, History or Economics)
- Two other passes at Standard Grade, or equivalent at band 3 or above, OR
- A National Certificate at Level 6 including relevant and appropriate units

Contact

steven.murray@cityofglasgowcollege.ac.uk

HNC/D Human Resource Management

About this course (SCQF 7/8)

This innovative and flexible two year course prepares you for a career in personnel management and related areas in human resource management. It also provides a breadth of study and a mix of skills that qualify you for other careers and for degree-level education.

What you need

HNC

- One Higher Grade pass at Grade C or above, English preferred (alternatively Modern Studies, Politics, Economics or History)
- Two other passes at Standard Grade, or equivalent at band 3 or above, OR
- A National Certificate at Level 6 including relevant and appropriate units

HND

- Two Higher Grade passes at Grade C or above including English (alternatively, Modern Studies, Economics or History)
- Two other passes at Standard Grade or equivalent at band 3 or above, OR
- An HNC in Human Resource Management

Contact

peter.scott@cityofglasgowcollege.ac.uk

