

# PROFESSIONAL COURSES

Faculty of Business

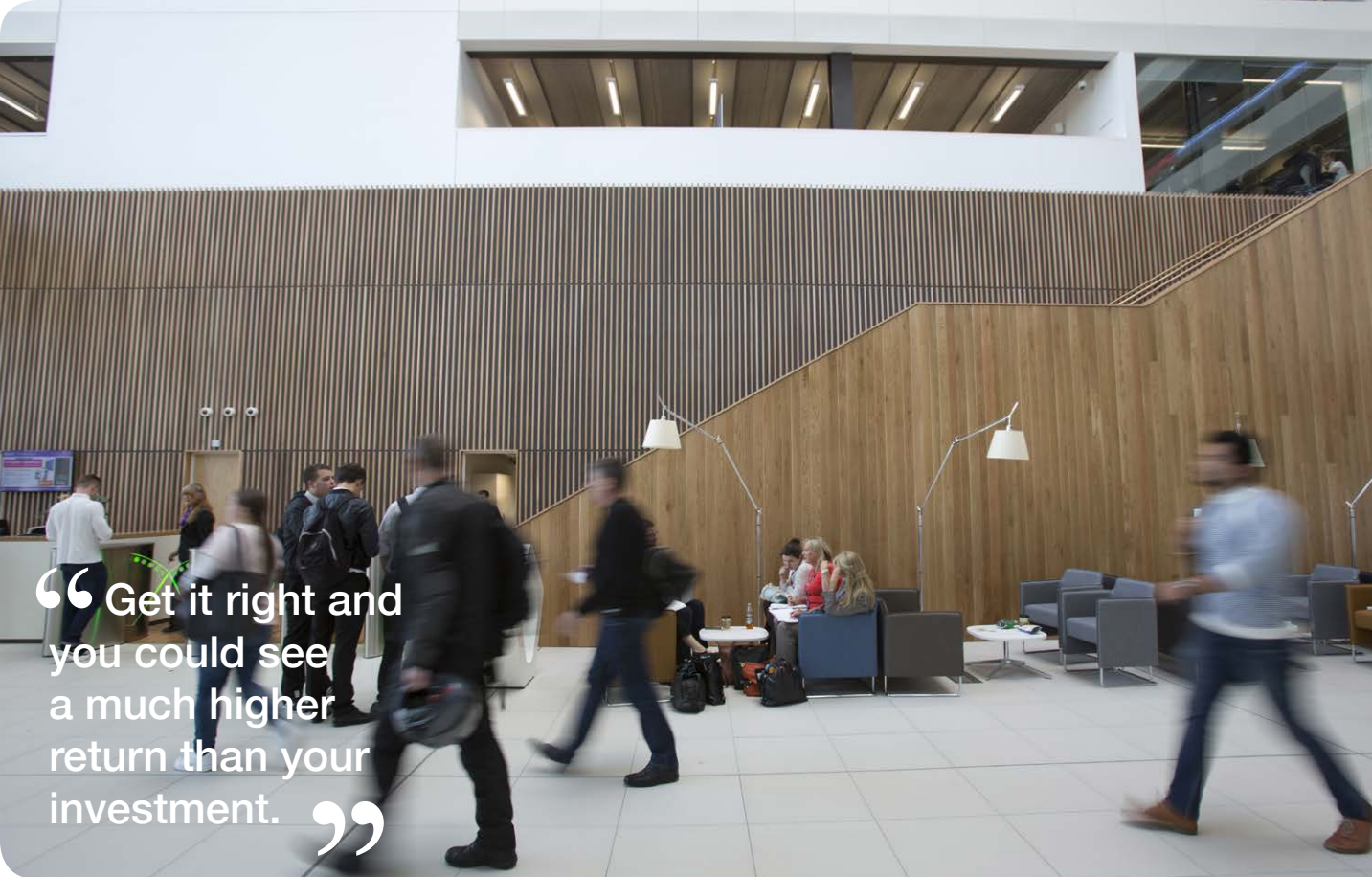




## Why Choose City of Glasgow College?

- One of Scotland's biggest colleges, home to almost 30,000 students and 1,200 staff
- City centre campuses which are easy to reach by all forms of transport
- Excellent learning facilities – TV, radio and photography studios, kitchens, workshops, hair and beauty salons, an airline cabin and a ship simulator
- Continual investment in college infrastructure - over £230m invested in two new state of the art campuses with Riverside Campus opened in August 2015 and City Campus to open in August 2016
- Dedicated teaching staff with extensive industry experience working with local SME's and international blue chip companies
- Excellent reputation with both college staff and students winning many national and international competitions
- Flexibility of course delivery to meet client needs including off the peg courses and customised courses created to meet specific requirements.





“Get it right and you could see a much higher return than your investment.”

## Staff Training and Development: Is It Worth the Investment?

Why invest in staff training? This is a question many employers ask, especially if times are tough, staff turnover is high and it seems as if you're throwing money away. However, investment in the right training can deliver a number of key benefits to your business....

- Improve staff retention and morale
- More self sufficient and proactive staff requiring less supervision
- A more efficient, productive and up to date workforce
- A competitive edge for your company in the market, with staff equipped to address new opportunities
- An enhanced company reputation as one which values its workforce through investment in training which in turn will help attract the best staff



# Faculty of Business

## WHO ARE WE?

Situated in the heart of Glasgow City Centre we are strategically placed to offer support to both the public & private sectors across the city centre and beyond. As a college we are making huge strides in the Business community and we are promoting an educational model that ensures a highly skilled and diverse graduate workforce to drive innovation and growth with employers like you.

## WHAT DO WE DO?

Our specialisms include:

- Accounting
- Business
- Administration & Law
- Marketing & Retail
- Applied Computing & Digital Technologies
- Tourism

## WHAT DO WE OFFER?

- Modern Apprenticeships
- Work Placement / Work Experience

- Professional Training & Development
- Specific/Bespoke Company Training
- Legislative Training
- Professional Services – Marketing, Accounting, Networking etc.
- Professional Facilities – Meeting, Conference and Training Facilities

## WHO WE WORK WITH

- CMI (The Chartered Management Institute)
- CIM (The Chartered Institute of Marketing)
- CIPS (Chartered Institute of Purchasing and Supply)
- CIPD (Chartered Institute of Professional Development)
- AAT (Association on Accounting Technicians)
- Microsoft
- Cisco
- BCS British Computing Society



# Business Courses

All prices listed are subject to change. Prices are per person unless otherwise indicated.

## BUSINESS AND FINANCE

Course title	Type	Duration	Price
AAT – Assoc. of Accounting Tech Level 6 Diploma CPD	Day / Eve	1 year	£1,240
AAT – Assoc. of Accounting Tech Level 8 Diploma CPD	Eve	2 years	£990 (yr 1) £580 (yr 2)
AAT Essentials - Finance for non-financial managers	Day	1 day	£200
AAT Essentials - Managing cash flow	Day	1 day	£200
CMI Level 5 Management and Leadership – Award	Eve	35 hours	£475
CMI Level 5 Management and Leadership – Certificate	Eve	55 hours	£975
CMI Level 5 Management and Leadership – Diploma	Eve	245 hours	£1,625
College Certificate in Book-Keeping (Accounting)	Eve	12 weeks	£107
College Certificate in Computerised Accounting (SAGE)	Eve	12 weeks	£107
College Certificate in Financial Accounting	Eve	12 weeks	£107
PDA Book Keeping (Accounting)	Eve	1 year	£335
PDA Financial Accounting	Eve	1 year	£447
PDA Management Accounting	Eve	24 weeks	£447

## PERSONNEL AND DEVELOPMENT

Course title	Type	Duration	Price
CIPD Certificate in Human Resource Practice	Eve	1 year	£1,480 (+ fees)*
CIPD Certificate in Learning and Development Practice	Eve	1 year	£1,480 (+fees)*
The CIEH Level 3 Award in Training Skills and Practice	Day	3 days	£39

## LEGAL

Course title	Type	Duration	Price
Certificate in Prosecution Practice (OL)	Distance	24 weeks	£362

\* Units can be taught separately – please contact us for information / prices of individual units

# Business Courses

## MARKETING

Course title	Type	Duration	Price
CIM Certificate in Professional Marketing	Eve	1 year	£1,908 (+ fees)*
CIM Diploma in Professional Marketing	Eve	1 year	£1,908 (+fees)*
CIM Professional Post Graduate Diploma in Marketing	Eve	6 months	£1,908 (+fees)*

## PROCUREMENT

Course title	Type	Duration	Price
CIPS Advanced Diploma	Day / Eve	1 year	£2,225 (+fees)*
CIPS Diploma	Day / Eve	1 year	£2,225 (+fees)*
CIPS Professional Diploma	Day / Eve	1 year	£2,225 (+fees)*

## COMPUTING

Course title	Type	Duration	Price
An Introduction to Programming using Java	Eve	10 weeks	£128
An Introduction to Programming using Visual Basic	Eve	10 weeks	£128
CISCO Networking Academy Program CCNA	Eve	12 weeks	£594*
Microsoft Office Specialist - Excel Expert	Eve	12 weeks	£138
Microsoft Office Specialist - Word Expert	Eve	4 months	£138
Web Design and Web Authoring	Eve	10 weeks	£128

## DIGITAL MARKETING

Course title	Type	Duration	Price
Online Xcellence Workshops	Evening	4 weeks	£200

# Business Courses

## HEALTH & SAFETY

Course title	Type	Duration	Price
REHIS Elementary Health & Safety	Day	1 day	£95
IOSH Working Safely	Day	1 day	£125
IOSH Managing Safely (1 day per week, day release)	Day	4 weeks	£395
IOSH Directing Safely	Day	1 day	£250
NEBOSH National General Certificate (1 evening per week)	Eve	30 weeks	£900
NEBOSH National General Certificate (1 day per week)	Twilight	14 weeks	£1,100
NEBOSH National General Certificate (intensive)	Day	12 days	£1,100
NEBOSH National Diploma – all units	Twilight	35 weeks	£3,950
NEBOSH National Diploma – Unit A	Twilight	15 weeks	£1,500
NEBOSH National Diploma – Unit B	Twilight	10 weeks	£1,200
NEBOSH National Diploma – Unit C	Twilight	10 weeks	£1,200
NEBOSH National Diploma – Unit D (Assignment)			£595
NEBOSH National Diploma	Distance		£595 per unit



INSPIRATION | EXCELLENCE | INNOVATION

**Riverside Campus:**

21 Thistle Street  
Glasgow G5 9XB

[www.cityofglasgowcollege.ac.uk](http://www.cityofglasgowcollege.ac.uk)

**Let Learning Flourish**

Scottish Charity Number SC036198

**Interested?**

Please contact Chris Khan  
on 0141 375 5426

[christopher.khan@cityofglasgowcollege.ac.uk](mailto:christopher.khan@cityofglasgowcollege.ac.uk)

You may also be interested in courses for

- Building, Engineering and Energy
- Creative industries
- Education & Society
- Leisure & Lifestyle
- Nautical Studies