



Universal Training Academy
Course: Business Management with IT

A brief description of the module

Business Management is an ideal choice for anyone wanting to fast-track their career or learn more about the realities of starting or managing a business. By exploring the various facets of management within the business sphere, from finance to communication and marketing, students are given a broad understanding of the skills needed to succeed in business.

What the course aims to teach

Combining theory and practice, our modules are business-orientated and reflect today's global economy. The course will cover topics across a wide range of business functions including marketing, finance, economics, human resource management, law and IT in business. In addition, you'll consider the role of business in society and the attributes needed to be a responsible leader of the future.

Learning outcomes

By the end of the course delegates will be able to:

- Tools and techniques for analysing the business environment
- Economics
- Finance
- Communication
- Administration
- Business and Contract Law
- Marketing
- Personal Development Planning
- Customer care
- IT in Business: Word processing, Spreadsheets and Presentation
- Statistics for Business

Pre – Requisites

- Business owners looking to expand their company with effective management.
- Individuals wanting to move into the management sector, or add management knowledge to their range of skills. Individuals from technical backgrounds wishing to expand their knowledge to include the essentials of business management.

Venue

St Georges buildings, 5 St Vincent Place, Glasgow, G1 2DH

Cost

The registration fee of the workshop will be £550 which includes course notes and lunches. You should make your own arrangements for accommodation.

Payment

Universal Training Academy Ltd accepts payments by cheque, cash and bank transfer. Please contact for further details.



Registration Form

Name

Address

Tel

Email

I wish to register for the course at a cost of £550 including course material and workshop lunches.

I enclose a cheque for £550

Please invoice me at the above address

Please send me information on local hotels

Disclaimer

All materials and information supplied during and associated with this course are intended purely for instructional purposes. Whilst every effort is taken to ensure that materials provided are accurate and suitable for training purposes, Universal Training Academy Ltd accepts no responsibility for their accuracy or utility.

I accept the above

Signature

Date

The completed form should be sent to *Universal Training Academy Ltd*, 5 St Vincent Place, Glasgow, G1 2DH

Or to info@utac.co.uk

Contact Info

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