

## Business, Finance and Information Technology (Level 5)

Glasgow Clyde College

### Venues

Langside Campus

### Content

This invaluable introductory course is designed to provide you with a good grounding in business, accounting and IT skills which are desirable for any modern business.

Contents include: Recording cash transactions; Understanding business; Event organisation; Recording transactions in the ledger; Communication in business; Preparing financial accounting information; Management accounting; Contract law; Digital technologies; Preparing management accounting information; Preparing final accounts; Economics of the market; Recording cash and financial transactions; Introduction to book-keeping; Information Technology (spreadsheet, database, word processing); Personal development activities.

### Start Date

August

### Qualification

NQ

### Study Method

Full time

### Course Length

1 year

### Department

Business and Finance

### Entry Requirements

4 subjects at National 4 including English and a numeracy based subject, or relevant Foundation Apprenticeship. Interview.

### SCQF Level

5

### SCQF Points

«SCQFPoints»

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

«Address»

## Website

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