

## Business and Finance with Digital Technologies (Level 6)

Glasgow Clyde College

### Venues

Cardonald Campus

### Content

This course will give you the skills required for employment in a modern office environment. You will extend your knowledge of the use of Microsoft Office for word processing and creating spreadsheets, presentations and databases. You will also study business subjects which will help broaden your knowledge of the administrative/business sector.

Content includes: IT (spreadsheets, databases, word processing and presentations); Understanding business; Financial and management accounts; SAGE accounting; Organising an event; Word Processing 6; Communications in administration; Administration theory; Customer care; eMarketing  
Finance in eBusiness; Digital technologies; Human resource management; Work experience (subject to availability).

### Start Date

August

### Qualification

NQ

### Study Method

Full time

### Course Length

1 year

### Department

Business and Finance

### Entry Requirements

5 subjects at National 5 including English, or Foundation Apprenticeship Business Skills, or NQ Administration and IT (Level 5). Interview is part of the selection process.

### SCQF Level

6

## Progression Routes

Relevant HND course

## Address

690 Mossbank Drive  
Glasgow  
Glasgow City  
G52 3AY

## Website

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