

Business and Finance with Digital Technologies (Level 6)

Glasgow Clyde College

Venues

Langside Campus

Content

The office is always changing, and this course will give you the digital skills you need to work in a fast-paced modern office. In this course, you'll study business and accounting subjects like marketing, economics and finance, and learn how modern organisations work across a variety of industries. You'll also extend your knowledge of Microsoft Office and learn to use digital applications like Canva for publishing, Google Sites and SAGE accounting software.

Content includes:

IT (spreadsheets, databases, word processing and presentations); Understanding business; Financial and management accounts; SAGE accounting; Organising an event; Word Processing; 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 relevant Foundation Apprenticeship, or NQ Administration and IT (Level 5). Previous IT experience is essential.

SCQF Level

6

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

«Address»

Website

www.glasgowclyde.ac.uk