

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:

Understanding business; Financial and management accounts; Communications in administration; Economics; Marketing and operations; IT (spreadsheets, databases, word processing and presentations); SAGE accounting; Digital technologies for business; Human resource management; Financial accounting for limited companies; Personal development.

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 Business, Finance and IT (Level 5), or other relevant national qualifications at SCQF Level 5. Previous IT experience is essential.

SCQF Level

6

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

«Address»

Website

www.glasgowclyde.ac.uk