

Business and Finance with Digital Technologies (Level 6)

Glasgow Clyde College

Venues

Langside 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; 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. Interview is part of the selection process.

SCQF Level

6

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

«Address»

Website

www.glasgowclyde.ac.uk