

## Financial Services

Glasgow Clyde College

### Venues

Langside Campus

### Content

This course will introduce you to the knowledge and skills that are important in the Financial Services sector and in various types of roles such as Customer Service Officer; Complaints Handler; Compliance Officer; Relationship Officer and ICT Systems Support Officer.

Content:

Financial Services: An Introduction; Financial Services: The Regulatory Framework; Financial Services: Communication; Financial Services: Promoting Positive Customer Relationships; Financial Services: Personal Finance Awareness; Accounting – Financial, Management and Book-keeping; Economics; Understanding Business; Finance and Human Resources; IT – Microsoft Office – Excel, Word and Access.

\* Subjects may vary.

### Start Date

August

### Qualification

NQ

### Study Method

Full time

### Course Length

1 year

### Department

Business and Finance

### Entry Requirements

4 subjects at National 5 including a maths based subject, or relevant Foundation Apprenticeship, or relevant NQ at SCQF Level 5. Interview.

### SCQF Level

6

## SCQF Points

«SCQFPoints»

## Progression Routes

HND Accounting or Administration or Business.

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

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Glasgow  
Glasgow City  
G52 3AY

## Website

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