

Administration and IT

West College Scotland

Venues

Clydebank Campus
Paisley Campus

Content

You'll learn about: Administrative Practices; Microsoft Office & TEAMS; Digital Technologies; Personal Development Planning; Office Administration; Accounting; Communication; Human Resource Management: Core Activities.

In addition to the mandatory units for all students, you will have an option to study Administration and IT with a focus on Human Resource Management, Marketing, or Medical Administration

Start Date

August

Qualification

HNC

Study Method

Full time

Course Length

1 year

Department

Business, Administration and Accounting

Entry Requirements

1 relevant Higher; or Foundation Apprenticeship Business Skills; or relevant national qualifications at SCQF Level 6. Entry subject to interview.

SCQF Level

7

SCQF Points

«SCQFPoints»

Progression Routes

HND Administration and IT

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

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Website

www.westcollegescotland.ac.uk