

## 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

Renfrew Road  
Paisley  
Renfrewshire  
PA3 4DR

## Website

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