

Administration and IT

West College Scotland

Venues

Paisley Campus

Content

You'll learn about:

Microsoft Office Teams and Office Packages; Office Management; Accounting; IT Communications in Business; Presentation Skills; Developing the Individual Within a Team.

Optional units include:

Management of People and Organisations; Customer Care; Research Skills.

Start Date

August

Qualification

HND

Study Method

Full time

Course Length

1 year

Department

Business, Administration and Accounting

Entry Requirements

HNC Administration and IT. Entry subject to interview.

SCQF Level

8

SCQF Points

«SCQFPoints»

Progression Routes

After successfully completing this course you'll have the skills needed to get an entry level role as an office manager, executive assistant, personal assistant, office supervisor or administrator. You'll also be able to go directly into third year of a university degree programme.

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

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Website

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