

Business, Administration and IT

New College Lanarkshire

Venues

Motherwell Campus

Content

This course aims to give you the skills necessary for undertaking an administration role within any business. The course builds knowledge through both theoretical and practical units with an emphasis on digital skills.

You will learn skills and gain knowledge from the following areas:

Administrative Services; Information Technology for Management using MS Office Apps; Word Processing; Understanding Business; Marketing; Financial Services; Social Media Literacy; Communication and Research.

Start Date

August

Qualification

NQ

Study Method

Full time

Course Length

1 year

Department

Accounting and Administration

Entry Requirements

2 relevant subjects at National 5 including English; or relevant qualifications at SCQF Level 4 or 5. A personal statement is required.

SCQF Level

6

SCQF Points

«SCQFPoints»

Progression Routes

Relevant HNC

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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Website

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