

Access to Digital Administration, Business Skills and Financial Service Skills (Level 5)

West College Scotland

Venues

Clydebank Campus
Paisley Campus

Content

This course may include the following units:

Spreadsheets; Research; Preparing Presentations; Understanding Business; Personal Finance; Developing Skills for Employment; A Work-Based Project; Social Media Literacy; Numeracy.

As the course progresses and you decide the area of study you wish to specialise in you may choose options from: Book Keeping, Accounting and Sage; Handling Business Documents, Audio, Word Processing and Digital Technologies; Medical Reception and Records, Medical Terminology with Digital Technologies; Managing People and Finance, Market Operations and The Scottish Economy with Digital Technologies.

Start Date

August

Qualification

Other

Study Method

Full time

Course Length

1 year

Department

Business, Administration and Accounting

Entry Requirements

3 subjects at National 4 including English; or relevant national qualifications at SCQF Level 4.

SCQF Level

5

SCQF Points

«SCQFPoints»

Progression Routes

HNC Accounting; HNC Business; HNC Administration and IT

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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