

Access to Digital Administration, Business Skills and Financial Service Skills (Level 6)

West College Scotland

Venues

Clydebank Campus
Greenock (Waterfront) Campus
Paisley Campus

Content

This course may include the following units:

Word Processing; Spreadsheets; Research; Preparing Presentations; Understanding Business; Personal Finance; Developing Skills for Employment; A work-based project; Working in a digital environment

As the course progresses and you decide the area of study you wish to specialise in you may choose options from: Recording Financial Information, Accounting and Sage with Digital Technologies; Recording Financial Transactions, Web Apps Word Processing, Web Apps Spreadsheets and Digital Technologies; Managing People and Finance 6, Economics of the Market 6 with Digital Technologies.

Start Date

August

Qualification

Other

Study Method

Full time

Course Length

1 year

Department

Business, Administration and Accounting

Entry Requirements

4 subjects at National 5 including English. Interview and pre-entry test.

SCQF Level

6

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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