

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

West College Scotland

Venues

Clydebank 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; or Access to Digital Administration, Business Skills and Financial Service Skills (Level 5); or other relevant national qualifications at SCQF Level 5.

SCQF Level

6

SCQF Points

«SCQFPoints»

Progression Routes

HNC Business or HNC Administration and IT.

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

Renfrew Road
Paisley
Renfrewshire
PA3 4DR

Website

www.westcollegescotland.ac.uk