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

West College Scotland

Venues

Clydebank Campus
Paisley Campus

Content

Learn the basics of finance, business, and office work in a friendly, easy-to-understand way.

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.

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 relevant Foundation Apprenticeship, 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