Introduction to Administration and IT (Level 4)

South Lanarkshire College

Content

This course in administrative activities has been specifically designed to equip you with practical skills and theoretical knowledge to ensure you succeed in the modern business world. It is aimed at individuals who wish to learn or enhance their IT and administration skills and who are motivated to learn skills essential to the effective working of a modern office at entry level, whilst providing skills that will prepare you for progression to higher level courses.

The National Progression Award in Administrative Activities will give you hands on experience of key pieces of office equipment, develop communication skills with internal and external customers, and improve your skills in locating, retrieving information and developing IT skills to present information.

You will study:

Administrative activities; Preparation of business documents; Word Processing, Spreadsheets and Database; Employment responsibilities and work situations; Customer care; Communication or literacy; Working with numbers.

Start Date

August

Qualification

Other

Study Method

Full time

Course Length

18 weeks

Department

Administration and IT

Entry Requirements

No formal entry requirements. Entry subject to interview.

SCQF Level

4

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

Address

College Way
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Website

www.slc.ac.uk