

## Business Administration and Accounting (Level 6)

New College Lanarkshire

### Venues

Motherwell Campus

### Content

This course aims to provide the skills and knowledge necessary to successfully progress to a career in either Administration or Accounting. The course builds knowledge through both theoretical and practical units with an emphasis on developing digital skills. In addition to Admin and Accounting subjects, students will undertake units to enhance their understanding of business environments and activities. Employability and personal development skills are embedded throughout the course to prepare students for future employment.

What you will learn:

Administrative services; Information technology for management using MS Office apps; Word processing; Recording financial transactions; Financial services; Management accounting; Handling wages and salaries; Understanding business; Management, marketing and economics; Social media literacy; Communication and research.

### Start Date

August

### Qualification

NQ

### Study Method

Full time

### Course Length

1 year

### Department

Lanarkshire Business School

### Entry Requirements

2 relevant subjects at National 5 including English, or relevant national qualifications at SCQF Level 5.

### SCQF Level

6

## SCQF Points

«SCQFPoints»

## Progression Routes

HNC Accounting or HNC Administration and IT

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

Town Centre  
Cumbernauld  
North Lanarkshire  
G67 1HU

## Website

[www.nclanarkshire.ac.uk](http://www.nclanarkshire.ac.uk)