

Business Administration and Accounting

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

Accounting and Finance

Entry Requirements

2 relevant subjects at National 5 including English, or relevant national qualifications at SCQF Level 4 or 5.

SCQF Level

6

SCQF Points

«SCQFPoints»

Progression Routes

Relevant HNC

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

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Website

www.nclanarkshire.ac.uk