

## Business Administration and IT (Level 5)

South Lanarkshire College

### Content

You will gain skills in using IT Office applications in spreadsheets, database, word-processing powerpoint. You will receive an introduction to business accounts, contract law, office skills and business communication.

The focus of delivery will be on practical activities and classroom-based learning, delivered through a series of lectures, discussions, practical workshops, fieldtrips, and practical project work involving self-directed study.

### Start Date

August

### Qualification

NC

### Study Method

Full time

### Course Length

1 year

### Department

Business

### Entry Requirements

No formal entry requirements

### SCQF Level

5

### Progression Routes

«ProgressionRoutes»

### Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

### Address

College Way

East Kilbride  
G75 0NE

## Website

[www.south-lanarkshire-college.ac.uk](http://www.south-lanarkshire-college.ac.uk)