

Transitions 2 Digital Administration, Business and Financial Services (Level 4)

West College Scotland

Venues

Clydebank Campus
Paisley Campus

Content

This course is designed as an introductory course to business. You will learn about the following topics:

Business essentials; Numeracy; Social Media; Workplace Responsibilities; Personal Finance; Developing Skills for Employment; Basic IT.

Start Date

August

Qualification

Other

Study Method

Full time

Course Length

1 year

Department

Business, Administration and Accounting

Entry Requirements

No formal entry requirements.

SCQF Level

4

SCQF Points

«SCQFPoints»

Progression Routes

Access to Digital Administration, Business Skills and Financial Service Skills (Level 5)

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

Renfrew Road
Paisley
Renfrewshire
PA3 4DR

Website

www.westcollegescotland.ac.uk