Fast Track to Digital Administration and IT

South Lanarkshire College

Content

Throughout this course you will develop a range of practical skills, competences and understanding of working in an office environment. This will develop your expertise and practical experience working with IT and office equipment enhancing your career aspirations within the administrative sector. As a result, this course will support your entry into employment as well as a higher level of study.

You will study:

Practical office skills and technologies; Research skills and preparing presentations; Front of office and reception skills; Customer care; Word processing using Microsoft Word; Spreadsheets using Microsoft Excel; Database using Microsoft Access; An Introduction to Audio.

Start Date

January

Qualification

Other

Study Method

Full time

Course Length

6 months

Department

Administration and IT

Entry Requirements

3 subjects at National 4 including English, Maths or Applications of Maths and Business, or Introduction to Administration and IT (Level 4), or other relevant national qualifications at SCQF Level 4

SCQF Level

5

SCQF Points

«SCQFPoints»

Progression Routes

Relevant course at SCQF Level 6

Combination Courses

«htmlCombinationCourse»   «htmlCombinationUCASCode»

Address

College Way
East Kilbride
G75 0NE

Website

www.slc.ac.uk