

## Administration and IT

West College Scotland

### Venues

Clydebank Campus  
Paisley Campus

### Content

You will learn about:

Microsoft Office TEAMS and office packages including Microsoft Project and Advanced Word, Excel, Databases; Office Management; Accounting; IT Communications in Business; Presentation Skills; Developing the Individual Within a Team.

Optional units include:

Management of People and Organisations; Customer Care; Research Skills.

### Start Date

August

### Qualification

HND

### Study Method

Full time

### Course Length

1 year

### Department

Business, Administration and Accounting

### Entry Requirements

HNC Administration and IT

### SCQF Level

8

### SCQF Points

«SCQFPoints»

## Progression Routes

BA Business Management or other relevant degree course

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

Renfrew Road  
Paisley  
Renfrewshire  
PA3 4DR

## Website

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