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
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Renfrewshire
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Website

www.westcollegescotland.ac.uk