Administration and IT (Digital and Leadership Skills) (Level 5)

West College Scotland

Venues

Clydebank Campus

Content

This is the introductory course for those wishing to pursue a career in Administration. You will learn the full suite of Microsoft products in addition to learning about the fast paced changes affecting the industry which will include a study of AI and other digital media such as social media and messaging tools used by business. In addition general business topics will be covered such as leadership, marketing and law to give you a thorough understanding of the business environment.

Start Date

August

Qualification

NQ

Study Method

Full time

Course Length

1 year

Department

Business, Administration and Accounting

Entry Requirements

4 relevant subjects at National 4 preferred.

SCQF Level

5

SCQF Points

«SCQFPoints»

Progression Routes

HNC Administration or other relevant HNC

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

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