

Administration and Information Technology

Ayrshire College

Venues

Ayr Campus
Kilwinning Campus

Content

The course builds on your admin, digital, IT and practical skills for real-world scenarios; from software packages to creating social media marketing campaigns, you'll gain a toolkit of skills. This course aims to help you adapt, thrive, and excel in the industry. You will also gain PDA Bookkeeping, PDA Office Administration, and PDA Information Technology in Business as part of this course.

Content includes:

Develop digital skills; Understanding financial accounting, payroll processes and software used in business; Development of strong IT and digital skills; Enhancement of business communication skills for effective document production; Emphasis on customer care and the application of bookkeeping skills; and, Complete a work placement within the business sector.

Start Date

August

Qualification

HNC

Study Method

Full time

Course Length

1 year

Department

Business

Entry Requirements

1 Higher and preferably National 5 English or Maths; or Foundation Apprenticeship Business Skills; or relevant national qualifications at SCQF Level 6.

SCQF Level

7

SCQF Points

«SCQFPoints»

Progression Routes

HND Administration and Information Technology (SCQF Level 8) or progression to employment or university, which may include articulation arrangements with a variety of degree courses

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

Dam Park
Ayr
KA8 0EU

Website

www1.ayrshire.ac.uk