Administration and IT

Ayrshire College

Venues

Ayr Campus

Content

This course will give you the indepth knowledge and skills you'll need to work confidently and efficiently in an admin or IT role, and quickly become a valuable member of the team. A central part of the course will be developing your IT skills to a high level, including extending your knowledge of common software packages.

You'll look at key areas of the admin function, and systems and technologies for the smooth running of a modern office.

You'll look at business communication, learning how to produce high quality business documents, and develop skills for performing effectively at meetings or presentations.

You'll learn about the importance of good customer care. You'll explore social media and how it can be used as a marketing tool. You'll create your own social media marketing campaign, including designing a central webspace.

You'll look at various aspects on the financial side of a business.

You'll develop your bookkeeping skills, and learn to use financial accounting software to process transactions and prepare accounts.

You'll also learn how to make basic payroll calculations and use commercial payroll software such as SAGE.

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. Entry subject to interview.

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