

Administration and IT

Ayrshire College

Venues

Ayr Campus
Kilwinning 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.

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