

## Administration and Information Technology

Ayrshire College

### Venues

Ayr Campus  
Kilwinning Campus

### Content

This course will give you the in depth 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 book keeping 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 and Computing

## Entry Requirements

1 Higher and preferably English or Maths at National 5, or Foundation Apprenticeship in Business Skills, or relevant national qualifications at SCQF Level 6. Entry is subject to interview.

## SCQF Level

7

## 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

## Address

Dam Park  
Ayr  
KA8 0EU

## Website

[www1.ayrshire.ac.uk](http://www1.ayrshire.ac.uk)