

Administration and Information Technology

Ayrshire College

Venues

Kilwinning Campus

Content

This course will develop your existing skills and introduce new ones to make you highly employable in an admin or IT role.

By this level, your IT and computer skills will already be high, but now you're going to take them even further, focussing on advanced word processing, spreadsheets and databases.

You'll explore ICT in business, including data communication systems, project management software and software for presentations.

You'll learn about office management and gain valuable skills for organising an admin environment effectively, such as decision making, delegation, leadership and recruitment. You'll also look at how to develop individuals within a team for efficient working together.

You'll look at the important role of marketing and how to develop the right marketing mix for products and services. You'll learn about market research, segmentation and targeting, and making effective marketing decisions.

You'll gain skills in Desk Top Publishing (DTP), learning how to produce various types of material such as leaflets and posters.

You'll look at business strategy and culture, including developing strategies for success, company values and ethics, and how to manage to change within an organisation.

Start Date

August

Qualification

HND

Study Method

Full time

Course Length

1 year

Department

Business

Entry Requirements

HNC Administration and Information Technology (with a minimum of 15 credits). Entry subject to interview.

SCQF Level

8

SCQF Points

«SCQFPoints»

Progression Routes

Progression to employment or entry to year 2 or 3 of a relevant degree through the college's articulation arrangements.

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

Dam Park
Ayr
KA8 0EU

Website

www1.ayrshire.ac.uk