

Administration and Information Technology

Ayrshire College

Venues

Kilwinning Campus

Content

This course is a follow on from the HNC Administration and IT course, which is designed to equip you with essential skills for today's dynamic job market. This one-year course opens doors to various career paths, making it an ideal choice for those seeking a rewarding future in administration or IT.

Content includes:

Advanced word processing, spreadsheets and databases; ICT in business, data communication systems and project management software; Office management skills; Marketing insights; Desktop publishing; Business strategy and culture; and, Real-world experiences.

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