

Administration with Digital Skills (Level 6)

Ayrshire College

Venues

Kilwinning Campus

Content

This course will prepare you for working in a modern office, giving you skills and confidence to make you immediately effective and become a valuable member of the team.

Firstly, you'll develop your IT skills and knowledge of software such as Microsoft Word and Excel. You'll also learn how to use audio for producing documents from recorded instructions.

You'll learn skills and strategies to make sure a busy office operates efficiently, including effective team work, recruiting and looking after staff, good customer care and - a central part of most organisations - meetings! You'll learn how to organise and support formal meetings, including taking and producing minutes.

You'll develop your digital skills and look at all types of social media. You'll learn about the role of social media in business, and how it's used for marketing purposes. You'll also look at basic book keeping and learn to use commercial software for accounting purposes like SAGE.

Start Date

August

Qualification

Other

Study Method

Full time

Course Length

1 year

Department

Business

Entry Requirements

4 subjects at National 5 preferably including English or Maths; or relevant national qualifications at SCQF Level 5. Entry subject to interview.

SCQF Level

6

SCQF Points

«SCQFPoints»

Progression Routes

A relevant HNC or employment.

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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