

Access to Business, Administration and IT

Ayrshire College

Venues

Kilmarnock Campus

Content

Gain practical skills for the modern workplace and boost your career prospects. Develop proficiency in Microsoft Word and Excel, along with essential business knowledge. The course opens doors to a variety of roles in different organisations, providing a solid foundation for your future success.

Content includes:

IT skills (Microsoft Office); front of office skills; business insights; and, soft skills development.

Start Date

August

Qualification

Other

Study Method

Full time

Course Length

1 year

Department

Business

Entry Requirements

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

SCQF Level

5

SCQF Points

«SCQFPoints»

Progression Routes

Progression on to SCQF Level 6 courses such as Access to HNC Accounting, Administration and Business, or employment.

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

Dam Park
Ayr
KA8 0EU

Website

www1.ayrshire.ac.uk