

Access to Business, Administration and IT

Ayrshire College

Venues

Ayr Campus
Kilmarnock Campus

Content

Every type of business and organisation needs people with administration and IT skills to help it run efficiently. This ranges from small specialist firms to large national companies and government organisations like local councils or the NHS. There are also many different roles available, including administrative and supervisory management - so if you invest in some good admin and IT skills now, you could have a great future ahead.

Content includes:

IT skills and Microsoft Office; running an office; how businesses work; marketing; event organisation; and preparing and understanding accounting statements.

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 Administration or Business with Accounts

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

Dam Park
Ayr
KA8 0EU

Website

www1.ayrshire.ac.uk