

Skills for Business, Administration and IT (Level 5)

Ayrshire College

Venues

Kilmarnock Campus
Kilwinning 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! If you've got aspirations for a career in business, administration or IT, then this course is a great place to start.

Successful completion also includes a National Progression Award in Office Skills and Services.

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. It will also introduce you to the 'bigger picture' and what's involved in running a business.

Start Date

August

Qualification

NQ

Study Method

Full time

Course Length

18 weeks

Department

Business

Entry Requirements

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

SCQF Level

5

SCQF Points

«SCQFPoints»

Progression Routes

Moving onto a Level 6 course such as NC Administration or NC Business with Accounts Seeking to start your career in a customer service or admin support role in any type of organisation.

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

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Website

www1.ayrshire.ac.uk