



**START
HERE**

GO ANYWHERE



**Business, Administration
and Accounting**



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Business, Administration and Accounting



Good business, administration and accounting skills are needed in every type of industry and for all sizes of business - from small local firms to large multinationals, or public sector organisations such as the NHS and local councils.

Our Business, Administration and Accounting courses will give you the right skills and knowledge to prepare you for a wide range of exciting careers - they're relevant, practical and bang up to date with what businesses are looking for from new employees. There are many different roles available, so if you invest in your skills now, you could have a great future ahead!

If you've got aspirations to work in a managerial role in business, administration and accounting, then our courses are a great place to start.

► **Start your career here**

Search and apply for courses at www.ayrshire.ac.uk or call **Student Services** on **0300 303 0303**

Possible Careers

HR Assistant

Business Advisor

Marketing Assistant

Customer Services Officer

Local Government

Bookkeeper

Accountant

Payroll Assistant

Public Relations Officer

Office Manager

Business Analyst

Business Consultant

Financial Advisor

Banking

Business Start-up

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Frank Gormanley

Start here
HNC Business Management

Go anywhere
founder of the Ayrshire-based marketing and business consultancy 'Forever Great'

“When I left school I worked in retail for a number of years. I had the business buzz, and I wanted to get some theory behind the practical side so I started college at the age of 24.

I stayed at Ayrshire College throughout my education and even completed a degree at the College in partnership with Heriot-Watt University.

Coming to college changed the direction of my career and my life. Several of the lecturers really inspired me to train as a lecturer myself, and so I worked as a lecturer part-time for 6 years at Ayrshire College within the business department.

I had worked in various jobs since graduating, such as business consultancy, business coaching, marketing and business development. When the opportunity came up to do my own thing, I set up my own company 'Forever Great' in 2017. My job is to support various organisations, developing their visions and helping shape their journeys.

The experience and the journey that I had at Ayrshire College has changed where my life was going. Taking the opportunity in my early 20s to come to college meant that as well as getting an education, I got lasting friendships and great networks with lecturers and businesses.

I'm a massive fan of education. It definitely helped me to grow and develop my skills and capture opportunities.”

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Lynnette Fisher

Start here

HNC/D Administration and IT

Go anywhere

Business Management
Degree, SRUC

"I had never worked in Administration and IT before coming to College. I left school and worked in a local factory, and I did that until I moved to New Zealand years later.

The whole process of moving to New Zealand - applying for visas, organising moving our whole lives to the other side of the world, selling our house - involved a lot of admin for such a big move.

I found that I really enjoyed the organising side of things, so a career in Administration was the perfect fit for me.

I've got a lot of working years ahead of me and I want to do something that I really enjoy. There are so many opportunities out there and the support and encouragement I've had from the College has been fantastic.

Coming to College has been the making of me and moving on to university means that the sky's the limit!"



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Angela Leishman

Start here

HNC Administration and IT

Go anywhere

HND Administration and IT

"I decided I didn't want just a job, I wanted a career. I'm in my 40s, so I was thinking about the long term and what I could do with the rest of my working life.

College has definitely raised my aspirations about what I can achieve and returning to study has been fantastic.

I've had so many opportunities throughout the course. I did a voluntary work placement with the Marketing team at the College, this

led to a paid internship, and the experience helped put the theory I have learned into practice.

If I was to sum up my College experience in three words, I would say it's been enlightening, worthwhile and enjoyable."

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Got the business buzz?

Every organisation needs people who have skills in business, administration and accounting. Develop your existing skills and introduce yourself to new ones, and be fully prepared and ready to start your exciting career.

Choose from:

Office Administration

Business

Accounting

Marketing

Law

Finance

Management

Business Start-up

Why choose Business, Administration and Accounting?

- You are a people person! You like to talk, discuss, debate and negotiate. "People buy people" so if you are good at interacting with people and enjoy the experience you will get the most out of a business course
- There are lots of job opportunities with career progression
- You want to be self-employed – our courses can help you achieve the knowledge and skills you will need to manage your own business



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vikingphotographyjargo@fb



“ Every business needs someone who understands the numbers. Being qualified in business, administration and accountancy gives you the potential to work in any industry anywhere in the world as the foundation of the business. My career as a Chartered Accountant has been an exciting one, allowing me to build an amazing work-life balance. ”

Katherine Hume CA
Finance Director
Utopia Computers



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Business careers suit people who like to interact with others, make decisions and get things done.

Are you right for the job?

- You are a hands-on person who loves a challenge and likes to problem solve
- You are a team player and like to work in a collaborative environment
- You understand the importance of delivering great customer service

What are employers looking for?

- Superb communication and interpersonal skills so you can get along well with people and transmit ideas and information
- Creativity to problem solve and come up with innovative ideas
- Excellent organisational skills, and good at planning and prioritising

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Start Here

If you've got aspirations for a career in business, administration or accounting, then our courses are all about developing your interpersonal skills so that you feel more confident dealing with people in the workplace.

You will learn how to use the most up to date Microsoft packages. If you have great ICT skills you will be immediately effective in the workplace.

Every type of business and organisation needs people with these skills to help it run efficiently. Invest in some good business, administration and accounting skills now, and you could have a great future ahead!

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On successful completion of your course you can follow an academic path to more advanced level courses at Ayrshire College, or you could move onto a degree course at University, via our articulation arrangements, such as BA Human Resource Management at UWS (direct entry to year 3).

Our HND Accounting can lead to exemptions from exams with professional accounting bodies and is an industry accepted award.

There are good job opportunities across a range of sectors such as digital marketing, sales, customer service, HR, accounting, ICT and administration, or you could even start up your own business. We have an enterprise advisor on campus who can help you create a business plan.

Please check with each university for their articulation requirements prior to your UCAS application. Entry is subject to availability of places and meeting entry requirements, other options may also be available.

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