

## Administration with Medical (Level 5)

Ayrshire College

### Venues

Kilwinning Campus

### Content

This course will give you the skills and knowledge you'll need to work effectively in a medical office environment.

Content includes:

Working with medical professionals and medical terminology; word processing and layout skills; creating documents and audio instructions; medical reception duties and patient records; the health sector in Scotland; and work experience.

### Start Date

August

### Qualification

NC

### Study Method

Full time

### Course Length

1 year

### Department

Business

### Entry Requirements

3 subjects at National 4 or relevant national qualifications at SCQF Level 4. Entry subject to interview.

### SCQF Level

5

### Progression Routes

Progression to a course at SCQF Level 6 or employment

## Address

Dam Park  
Ayr  
KA8 0EU

## Website

[www1.ayrshire.ac.uk](http://www1.ayrshire.ac.uk)