

Administration Academy

Dundee and Angus College

Venues

Gardyne Campus

Content

This unique course offers learners a work placement as well as studying Microsoft suite, medical terminology, audio typing and Social Medical for Customer Service at college.

This course is ideal for those seeking experience in a working office environment or those who would be looking to change career path into an administrative role. The course also offers learners a unique opportunity to attain an SVQ Business and Administration at SCQF Level 5 from their placement experience. Some work placements are subject to a Protection of Vulnerable Group (PVG) check before starting.

Start Date

August

Qualification

Other

Study Method

Full time

Course Length

1 year

Department

Business and Administration

Entry Requirements

4 subjects at National 4 including English, or relevant national qualifications at SCQF Level 4. Entry is subject to an interview and pre-entry test.

You may require a satisfactory criminal record check from Disclosure Scotland to show that you are suitable for this type of course. Contact Disclosure Scotland for details on the type you would need.

SCQF Level

5

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

«Address»

Website

www.dundeeandangus.ac.uk