

Administration Academy

Dundee and Angus College

Venues

Gardyne Campus

Content

The Administration Academy offers learners a hybrid approach to learning. The first part of the course is held in college, where learners will study 10 units including a detailed insight into the Microsoft suite, medical terminology, social media for customer service and employability.

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 Level 2 in Business and Administration 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 will 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