

Administration Academy

Dundee and Angus College

Venues

Gardyne Campus

Content

Units may include: information technology, word processing, human resources, central services, managing time and resources, handling business documents, spreadsheets for administrators, researching and preparing presentations, medical terminology and communication.

Work placement where students undertake an SVQ in business administration with appropriate units selected around the job role.

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

Progression Routes

Successful completion of this programme and a satisfactory reference will guarantee an interview with the NHS, which will be open for 6 months.

Address

Old Glamis Road
Dundee
DD3 8LE

Website

www.dundeeandangus.ac.uk