# Administration Academy (Level 6)

Dundee and Angus College

## Venues

Gardyne Campus

## Content

This course provides learners with a unique combination of classroom study and a practical work placement.

During the course, learners will develop essential skills in: Microsoft Office 365, Medical Terminology, Audio Typing and Social Media for Customer Service.

This course is ideal for individuals seeking experience in an office environment or those looking to change career paths into an admin role.

Learners will have the opportunity to gain an SVQ Level 2 in Business and Administration, achieved through their work placement experience. Please note that some placements may require a Standard Disclosure.

## Start Date

August

## Qualification

Other

## Study Method

Full time

## Course Length

1 year

## Department

Business and Administration

## Entry Requirements

3 subjects at National 5 including English, or relevant national qualifications at SCQF Level 5. Entry is subject to an interview.

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

6

## SCQF Points

«SCQFPoints»

## Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

## Address

«Address»

## Website

www.dundeeandangus.ac.uk