

# Administration and Information Technology (incorporating PDA Medical Administration)

Glasgow Clyde College

## Venues

Anniesland Campus  
Langside Campus

## Content

This HNC Administration and IT with PDA in Medical Administration course is designed to provide an opportunity to develop the knowledge and skills you will need to take up a medical secretarial or administrative post within the NHS. This course incorporates the HNC Administration and Information Technology as well as a Professional Development Award (PDA) in Medical Administration which has been designed in consultation with the NHS and is mapped to the NHS Knowledge and Skills Framework.

Content includes:

General Practice Medical Administration; Hospital Patient Administration; Medical Terminology for Administration Staff; IT (Word Processing, Database, Spreadsheet, Presentation Applications); Office Administration; Digital Technologies for Administrators; Personal Development Planning; Financial Accounting; Communication; Work Placement: one week in a hospital or GP surgery; Graded Unit examination.

## Start Date

August

## Qualification

HNC

## Study Method

Full time

## Course Length

1 year

## Department

Business and Finance

## Entry Requirements

1 relevant Higher and subjects at National 5, or NQ Medical Administration, or Foundation Apprenticeship Business Skills. All applicants will be invited to attend an interview.

**SCQF Level**

7

**SCQF Points**

«SCQFPoints»

**Combination Courses**

«htmlCombinationCourse»

«htmlCombinationUCASCode»

**Address**

«Address»

**Website**

[www.glasgowclyde.ac.uk](http://www.glasgowclyde.ac.uk)