Administration and Information Technology (with PDA Medical Administration)

Glasgow Clyde College

Venues

Anniesland Campus
Langside Campus

Content

This HNC Administration and IT with PDA in Medical Administration course can help you advance your career in NHS administration by preparing you for promoted roles. This one-year HNC equips you for a variety of sectors and career opportunities. You'll explore the essentials of office administration, Microsoft 365 apps and financial transactions, while also gaining insights into medical terminology and medical office practices.

Content includes:

General practice medical administration (Langside campus only); Hospital patient administration (Anniesland campus only); Medical terminology for administration staff; IT (word processing, databases, spreadsheets, presentation applications); Office administration; Digital technologies for administrators; Personal development planning; Financial accounting; Communication; Graded unit exam.

Start Date

August

Qualification

HNC

Study Method

Full time

Course Length

1 year

Department

Business and Finance

Entry Requirements

1 relevant Higher plus subjects at National 5, or relevant Foundation Apprenticeship.

SCQF Level

7

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

Address

«Address»

Website

www.glasgowclyde.ac.uk