

# 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, including spreadsheets, presentations, and financial transactions, while also gaining insights into IT in business and an introduction to HR management.

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 (medical); 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 plus subjects at National 5, or NQ Medical Administration, or relevant Foundation Apprenticeship.

## SCQF Level

7

## SCQF Points

«SCQFPoints»

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

«Address»

## Website

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