

Medical Administration (Level 5)(Fast Track)

Glasgow Clyde College

Venues

Anniesland Campus

Content

This course is for you if you are interested in finding a job as a receptionist or administrator in a GP practice or hospital. This course is particularly suitable if you have family demands and wish to return to the job market, as the attendance pattern is family-friendly. This course incorporates an NPA Medical Receptionist Award.

Audio: medical; Medical administration; Medical reception and records; Medical terminology; Word processing: medical; Work placement in a GP practice or hospital; Information Technology.

Start Date

January

Qualification

NQ

Study Method

Full time

Course Length

18 weeks

Department

Business and Finance

Entry Requirements

3 subjects at National 4 including English. Applications are invited from those without formal qualification but have relevant work/life experience. An interview is part of the selection process.

SCQF Level

5

Progression Routes

Relevant HNC/D courses

Address

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Glasgow City
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Website

www.glasgowclyde.ac.uk