Medical Administration (Level 5)

Glasgow Clyde College

Venues

Anniesland Campus
Langside Campus

Content

f you want to build strong office skills while preparing for a flexible administrative role in the NHS, the NQ Medical Administration course could be ideal for you. You'll develop essential IT skills and learn specialist units that equip you for administrative work in hospitals, GP surgeries, and other healthcare settings. Alongside mastering medical terminology and managing medical records, you'll strengthen your general office capabilities, preparing you for a wide range of administrative roles. It requires commitment and a willingness to learn, as you'll be building skills that are highly valued in both healthcare and office environments.

Content:
IT (word processing, databases, spreadsheet, presentation, email, internet); Medical audio; Medical terminology; Medical reception and records; Word processing - medical; Medical administration.

Assessment will be continuous, with a mix of practical and theoretical assessments.

Start Date

August

Qualification

NQ

Study Method

Full time

Course Length

18 weeks

Department

Business and Finance

Entry Requirements

3 subjects at National 4 including English, or relevant national qualifications at SCQF Level 4.

SCQF Level

5

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

Address

«Address»

Website

www.glasgowclyde.ac.uk