

# Certificate in Business Management, Administration and Accounting

Dundee and Angus College

## Venues

Arbroath Campus  
Gardyne Campus

## Content

This course focuses on a wide range of skills used in the workplace. It is suitable for learners who have little or no previous experience of the sector, including those returning to work. Learners will gain administration, business, finance and IT related skills that are essential in any workplace or office environment, including organisation planning, customer service, IT, voice technologies and accounts.

## Start Date

August

## Qualification

Other

## Study Method

Full time

## Course Length

1 year

## Department

Business and Administration

## Entry Requirements

No formal entry requirements. Subject to an interview and core skills test which must be achieved at 4/5 for communication, IT and Numeracy.

## SCQF Level

5

## SCQF Points

«SCQFPoints»

## Progression Routes

Successful completion of this programme together with a satisfactory reference can lead to progression on to other advanced courses at D&A College or employment such as Receptionist, Administrator or general office work.

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

Old Glamis Road  
Dundee  
DD3 8LE

## Website

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