Certificate in Business Management, Administration and Accounting (Level 5)

Dundee and Angus College

Venues

Arbroath Campus
Gardyne Campus

Content

This course will allow candidates the opportunity to develop a wide range of skills for the workplace and to learn more about working in industry. It is suitable for learners who have little or no previous experience of business, administration or accounting, including those returning to work. Learners will gain administration, business, finance and IT-related skills that are essential in any workplace or office environment.

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 pre-entry test.

SCQF Level

5

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

Address

«Address»

Website

www.dundeeandangus.ac.uk