

# Certificate in Business Management, Administration and Accounting

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