# Administration, IT and Medical Administration (Level 5)

Glasgow Kelvin College

## Venues

East End Campus

## Content

The NQ Administration & IT: Medical Administration (Level 5) at Glasgow Kelvin College is designed for anyone looking to start a career in administration or customer service, with an additional qualification in Medical Reception.

This course builds your practical IT, communication, and organisational skills, giving you the confidence to work in a variety of sectors — from healthcare and financial services to retail, HR, hospitality, and marketing. You'll also develop the professional knowledge needed for receptionist, clerical, and call centre roles, while gaining a foundation to progress to higher-level study.

The course delivers a broad spectrum of administrative and digital skills, along with a dedicated Medical Reception qualification. Course includes:

Medical Reception NPA; Practical IT Skills; Communication & Teamwork; Administration.

## Start Date

August

## Qualification

NQ

## Study Method

Full time

## Course Length

1 year

## Department

Business Admin

## Entry Requirements

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

## SCQF Level

5

## Progression Routes

«ProgressionRoutes»

## Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

## Address

123 Flemington Street
Glasgow
G21 4TD

## Website

www.glasgowkelvin.ac.uk