

Administration, IT and Medical Administration (Level 5)

Glasgow Kelvin College

Venues

East End Campus

Content

This course is ideal if you want to start a career in administration or related jobs such as medical receptionist, general receptionist, clerical assistant, data entry clerk, call centre operative and many others. The qualification can also help you to access opportunities in a range of sectors including auditing, hospitality, health services, financial services, sales and marketing, human resources, retail or if you are looking to start up your own business.

This course incorporates a Medical Reception National Progression award which will introduce you to Medical Terminology and Reception skills.

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