

## Administration: Business and Medical (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 & marketing, human resources, retail or if you are looking to start up your own business.

This course is designed to deliver a broad spectrum of Administrative and Digital Skills including a medical receptionist qualification.

### 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 NQ Pathways to Administration, Business and Employability (Level 4); or other 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](http://www.glasgowkelvin.ac.uk)