

## Administration and IT with PDA in Medical Administration

Ayrshire College

### Venues

Kilwinning Campus

### Content

This course will give you the in-depth knowledge and skills you'll need to work confidently and efficiently in an admin or IT role, and quickly become a valuable member of the team.

You'll learn about medical terminology that is used in the healthcare system such as medical abbreviations as well as how to correctly pronounce terms. You'll gain knowledge in roles, staff responsibilities, procedures and legislation relating to hospital patient administration as well as developing your knowledge within medical administration. You will also have an opportunity to take part in a work placement opportunity within a medical environment.

A central part of the course will be developing your IT skills to a high level, including extending your knowledge of common software packages. You'll look at key areas of the admin function, and systems and technologies for the smooth running of a modern office.

You'll look at business communication, learning how to produce high quality business documents, and develop skills for performing effectively at meetings or presentations. You'll learn about the importance of good customer care as well as how bookkeeping skills are used within a business.

### Start Date

August

### Qualification

HNC

### Study Method

Full time

### Course Length

1 year

### Department

Business

### Entry Requirements

1 Higher and preferably English or Maths at National 5 or Higher; or Foundation Apprenticeship Business Skills, or relevant national qualifications at SCQF Level 6. Entry subject to interview.

## SCQF Level

6

## Progression Routes

Progression to a course at SCQF Level 6 or employment

## Address

Dam Park  
Ayr  
KA8 0EU

## Website

[www1.ayrshire.ac.uk](http://www1.ayrshire.ac.uk)