

Course Information

Certificate (Level 5) and
Advanced Certificate (Level 6) in
Business Management,
Administration & Accounting

Business Team



Interview Overview

- Please read through this material which provides an overview of the courses you have applied for
- To complete core skills diagnostic testing (issued prior to interview) - Communications, Numeracy & ICT
- To conduct a 1-2-1 interview with you (via telephone)





Course Aims

- These courses teach you about all aspects of contemporary business, and provides the skills and knowledge needed to ensure managerial and administrative efficiency in business.
- The course is designed to have a core business theme which incorporates accounting and administration units.
- The course will also allow you to develop transferable skills that all employers are looking for such as:
 - Communication – verbal and written
 - Time Management
 - Problem Solving
 - Critical Thinking
 - Adaptability
 - Teamwork

Certificate Core Units

- IT Solutions (Spreadsheets & Database)
- Business in Action
- Marketing: Basic Principles & Applications
- Communication in Administration
- Understanding Business
- Administrative Practices
- Financial and Cost Accounting
- Management Accounting
- Word Processing Level 4
- Developing Skills for Employment
- Communication Level 5
- Local Investigation Unit Level 5
- Numeracy Level 4/5

NB: Units subject to change

Advanced Certificate Core Units

- Word Processing 5/6
- Market Operations and the Scottish Economy
- Business Formation: Developing a Business Idea
- Scots Law: An Introduction
- Social Media for Customer Care
- Researching and Preparing PowerPoint
- Financial Accounting for Limited Companies
- Database for Administrators
- Numeracy Level 5/6
- Communication Level 5/6
- Local Investigation Unit Level 5/6



Progression

Successful completion of Certificate allows you to progress on to the Advanced Cert course.

Successful completion of Advanced Certificate allows you to move on to HNC Business or HNC Admin & IT.



Future Prospects

A business or administration qualification opens lots of doors to employment, such as:

- Trainee Managers
- Assistant Managers
- Business Development Assistants
- Business Managers
- Personal Assistants
- Team Leaders
- Trainee Accountant

With the option of potential careers in:

- Business Development
- Human Resource Management
- Marketing
- Financial Services
- Project Management
- Estate Agent

The Academic Year

- Each academic year at Dundee and Angus college runs over two semesters:
 - Semester 1 starts w/c 26th August 2024
 - Semester 2 starts w/c 13th August 2024
- Scheduled Holidays are:
 - Mon 7th October - Fri 11th October 2024 (1 week)
 - Mon 23rd December 2024 - Fri 10th January 2025 (3 weeks)
 - Fri 14th February 2025 (1 day)
 - Mon 7th Apr - Fri 18th April 2024 (2 weeks)
 - Mon 5th May 2025 (1 day)





Course Funding

- If you are successful in securing a place at college, **you must** ensure that you have funding in place! Do this as soon as possible – even if it is a conditional offer!
- The sooner you apply, the sooner funding can be confirmed and in place in good time for the start of the course.



What Will Happen Next?

- Once we have reviewed your application, your scores from the diagnostic testing and you have completed your interview, a decision will be made on your place at college.
- Within 14 days, we aim to have provided you with either a:
 - Formal Offer
 - Conditional Offer
 - Place on a Waiting List
 - Or No Offer – where this is the case, we will endeavour to signpost you to an appropriate alternative course and/or level





Any Questions?

Alyson Duff

Curriculum and Quality Leader

a.duff@dundeeandangus.ac.uk

0300 123 1010