Course Information

Fast Track in Business
Administration & Accounting
Level 6

Business Team

DUNDEE AND ANGUS
COLLEGE



Interview Overview

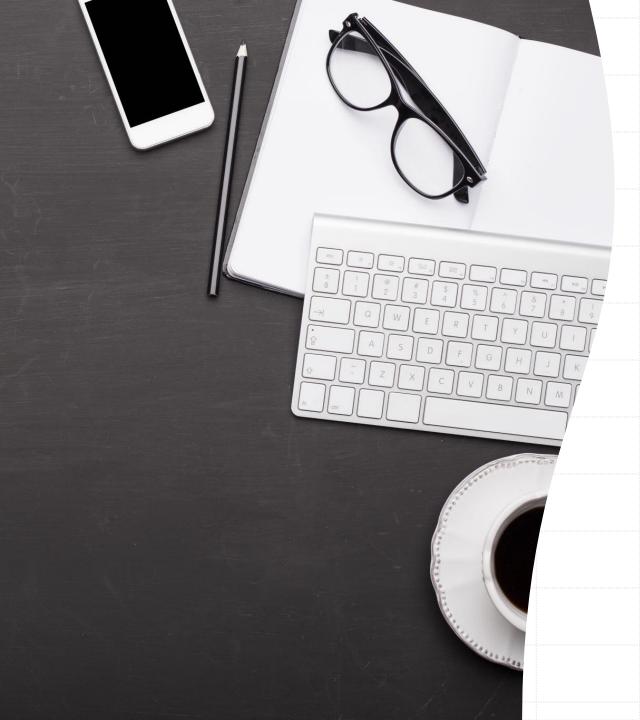
- Please read through this material which provides an overview of the course
- To complete core skills diagnostic testing (issued prior to interview) – Communications, Numeracy & ICT
- To conduct a 1-2-1 interview with you (via telephone)





Course Overview

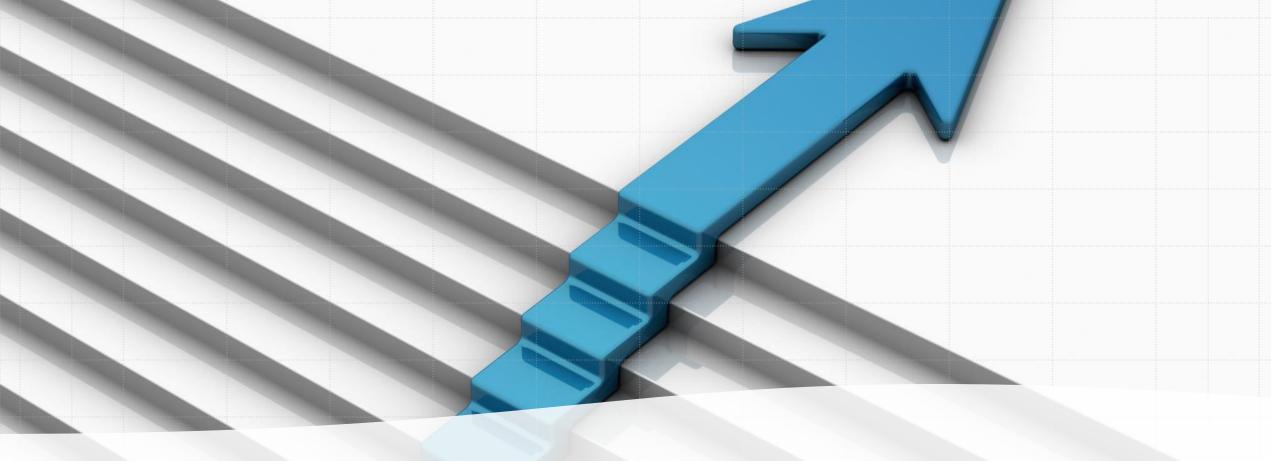
- This course will provide candidates with the skills and knowledge in the areas of business management, business administration, and accounting.
- The course is tailored to prepare learners for employment or further education. It is suitable for school leavers (previously studied at N5 – minimum 4 passes at C or above) and mature applicants who meet the entry requirements or have relevant work experience.
- Learners will have a unique opportunity to study over one academic semester – 18 weeks.



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





Progression - August 2025

Successful completion of this course will allow for progression onto HN level courses in:

- Business
- Administration & IT
- Accounting



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

Fast Track Academic Semester

- Induction
 - w/c 13th January 2025
- Course Start
 - w/c 20th January 2025
- Scheduled Holidays
 - Fri 14th February 2025 (1 day)
 - Mon 7th Apr Fri 18th April 2024 (2 weeks)
 - Mon 5th May 2025 (1 day)
- **Course Finish**

w/c 2nd June 2025



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 competed your interview, a decision will be made on your place at college.

- Within 14 days, we aim to have provided you with either a:
 - Unconditional Offer
 - Conditional Offer
 - Place on a Waiting List
 - No Offer where this is the case, we will endeavour to signpost you to an appropriate alternative course and/or level





Any Questions?

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