

Course Information

Fast Track in Business Administration & Accounting Level 6

Business Team



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

Core Units*

- Marketing: Basic Principles and Applications
- Market Operations and the Scottish Economy
- UK Economic Activity
- Understanding Business
- Social Media for Customer Care
- Management Accounting
- Financial Accounting for Limited Companies
- Spreadsheets for Administrators
- Communication Level 6

*NB: Units subject to change



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 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:
 - 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?

Alyson Duff

Curriculum and Quality Leader

a.duff@dundeeandangus.ac.uk

0300 123 1010