

Course Information

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

Advanced Certificate in Business
Management, Administration & IT
(Level 6)



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 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 for Administrators (Spreadsheets, Word & Database)
- Practical Office Skills & Technologies
- Front of Office Skills
- Business in Action
- Marketing: Basic Principles & Applications
- Understanding Business
- Financial and Cost Accounting
- Management Accounting
- Managing Your Time, Resources & Wellbeing
- Communication (Level 5)
- Local Investigation Unit (Level 5)
- Numeracy (Level 5)

*NB: Units subject to change

Advanced Certificate Units*

- Human Resources: Administration
- Contemporary Business Issues
- Social Media for Customer Service
- Financial Accounting for Limited Companies
- Financial Services: Personal Finance Awareness
- Spreadsheets for Administrators
- Communications (Level 6)
- Local Investigation (Level 6)
- Numeracy (Level 6)
- Business Option Set:
 - Market Operations and the Scottish Economy
 - UK Economic Activity
 - Promoting a Business
 - Business Formation: Developing a Business Idea
- Administration & IT Option Set
 - Word Processing (Level 5 & 6)
 - Audio; Intermediate
 - Database for Administrators

*NB: Units subject to change



Progression

- Successful completion of L5 Certificate could allow for progression onto an Advanced Certificate level of study
- Successful completion of L6 Advanced Certificate could allow for progression onto a HN level courses in Business, Administration & IT, or 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



The Academic Year

- Each academic year at Dundee and Angus college runs over two semesters:
 - Semester 1 starts w/c 1st September 2025
 - Semester 2 starts w/c 12th January 2026
- Scheduled Holidays are:
 - Mon 13th – Fri 17th October 2025 (1 week)
 - Wed 24th December 2025 – Tues 13th January 2026 (3 weeks)
 - Fri 13th February 2026 (1 day)
 - Mon 6th – Fri 17th April 2026 (2 weeks)
 - Mon 4th May 2026 (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
 - 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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