

# Course Information

Academic Year 2026-27

**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 Core Units\*

- Human Resources: Administration
- Contemporary Business Issues
- UK Economic Activity
- Business Formation: An Introduction
- Social Media for Customer Service
- Financial Accounting for Limited Companies
- Financial Services: Personal Finance Awareness
- Spreadsheets for Administrators
- Database for Administrators
- IT in Business: Word Processing, Spreadsheets and Databases: An Introduction
- NC Communications (Level 6)
- Numeracy (Level 6)

\*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 16-week semesters**:
  - **Semester 1 starts w/c 31<sup>st</sup> August 2026**
- Scheduled Holidays:
  - October 2026 (1 week)
  - Christmas 2026 (2 weeks)
  - February 2027 (1 day)
  - April 2027 (2 weeks)
  - May 2027 (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:
  - 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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