

# PROFESSIONAL DEVELOPMENT AWARD (PDA) – MEDICAL ADMINISTRATION



**Course Starts:**  
Monday 09<sup>th</sup>  
September 2019



## **PDA Medical Administration**

Aimed at those already working in the medical sector or with administrative experience aiming to further develop knowledge and experience gained from the workplace as well as those wishing to pursue a career in a medical environment. This award will develop the competencies required to carry out administrative roles within medical administration posts meeting the needs of both private and public sector organisations.

### **Units:**

- Medical Terminology for Administration Staff
- Word Processing and Presentation Applications
- Hospital Patient Administration
- Creating a Culture of Customer Care
- IT in Business: Spreadsheets
- IT in Business: Databases

## **Class Times and Location**

Drop-in Fridays:

Between 10am – 1pm and  
2pm-4pm at LCC Campus

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