

Administration

UHI Moray

Venues

Main campus
Virtual Learning Environment (VLE)

Content

This course is designed to provide you with a full range of experiences to enable you to embark on a career in Administration.

The course involves practical office work at our campus model offices.

Course content includes:

Word Processing; E Touch Typing; IT Solutions for Administrators; Handling Business Documents; Central Services; HR Administration; Administrative Services; Communication; Handling Wages and Salaries (Sage); Recording of Cash Data; Research and Prepare Presentations; Event Organisation; Front of Office Skills; Managing Your Time and Resources; Developing Skills for Employment.

Start Date

August

Qualification

NC

Study Method

Full time

Course Length

1 year

Department

Business, Leisure and Tourism

Entry Requirements

3 subjects at National 4 including English; or relevant national qualification at SCQF Level 4.

SCQF Level

SCQF Points

«SCQFPoints»

Progression Routes

HNC Administration and Information Technology

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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Website

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