

## Administration

Moray College UHI

### Venues

Main campus  
Virtual Learning Environment (VLE)

### Content

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 and Leisure

### Entry Requirements

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

### SCQF Level

5

### Progression Routes

HNC Administration and Information Technology

### Address

Moray Street  
Elgin  
Moray  
IV30 1JJ

## Website

[www.moray.uhi.ac.uk](http://www.moray.uhi.ac.uk)