

Office Administration (PDA)

UHI Moray

Venues

Main campus

Content

This award will help you to develop technical and administrative knowledge relevant to current administrative practice, develop personal effectiveness skill and customer care skills. You will also improve your communication and presentation techniques using IT and develop an awareness of legal and regulatory requirements in an administration environment.

Content:

Office Administration; Office Technologies; Communication: Analysing and Presenting Complex Communication; Personal Development Planning.

Start Date

September, January

Qualification

Other

Study Method

Part time (day)

Course Length

1 year

Department

Business and Computing

Entry Requirements

Generally entry is open to any applicant who can demonstrate, by formal qualification or experience, a reasonable expectation of successfully completing the award. It would be beneficial for students to be competent in communication and IT skills to SCQF Level 5 and possess good personal and interpersonal skills.

SCQF Level

7

SCQF Points

«SCQFPoints»

Progression Routes

HND Administration and Information Technology

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

Moray Street
Elgin
Moray
IV30 1JJ

Website

www.moray.uhi.ac.uk/