

## Bookkeeping (PDA)

UHI Moray

### Venues

Main campus

### Content

This professional development award delivers the essential skills and knowledge for a career in book-keeping or working in an accounting or financial administration role. They are quick and cost effective to deliver, so are ideal for developing the skills of young people, graduates, and other adult learners. They are ideal for Continuing Professional Development (CPD) so employers can enhance the skills of their employees.

Content:

Recording financial information OR Recording financial transactions; Using financial accounting software; Payroll.

### Start Date

September, January

### Qualification

Other

### Study Method

Blended learning  
Distance and Flexible learning  
Part time (day)

### Course Length

36 weeks

### Department

Business, Leisure and Tourism

### Entry Requirements

No formal entry requirements.

### SCQF Level

7

### SCQF Points

«SCQFPoints»

## Progression Routes

HNC Accounting

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

Moray Street  
Elgin  
Moray  
IV30 1JJ

## Website

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