

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

Part time (day)

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»

Address

Moray Street
Elgin
Moray
IV30 1JJ

Website

www.moray.uhi.ac.uk