

Administration (Level 5/6)

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; Spreadsheets for administrators; Database for administrators; Processing business documents; Practical office skills and technologies; HR administration; Administrative theory and practice; Communication; Handling wages and salaries (Sage); Recording cash transactions; Researching and preparing presentations; Event organisation; Front of office skills; Managing your time, resources and wellbeing.

Start Date

August

Qualification

NC

Study Method

Part time (day)

Course Length

1 year

Department

Business and Computing

Entry Requirements

3 subjects at National 4 including English, or relevant national qualifications at SCQF Level 4.

SCQF Level

5/6

SCQF Points

«SCQFPoints»

Progression Routes

Relevant HNC

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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