# Administration, Office Skills and Services (NPA)

UHI Inverness

## Venues

Inverness Campus

## Content

This hands-on course that introduces word processing, researching and preparing presentations, event organisation, front of house, and office technologies such as photocopying, internet and email.

Units include:

Word Processing; Databases for Administrators; Front of Office Skills; Practical Office Skills and Technologies; Researching and Preparing Presentations; Community Project; Communication.

## Start Date

January

## Qualification

Other

## Study Method

Online learning

## Course Length

18 weeks

## Department

Business and Computing

## Entry Requirements

4 subjects at National 4 including English.

## SCQF Level

5

## Progression Routes

«ProgressionRoutes»

## Combination Courses

«htmlCombinationCourse»                                        «htmlCombinationUCASCode»

## Address

1 Inverness Campus
Inverness
Highland
IV2 5NA

## Website

www.inverness.uhi.ac.uk