

Administration, Office Skills and Services (NPA)

Inverness College UHI

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:

Event organisation; Accounting skills; Recording cash transactions; Researching and preparing presentations; Communications; Central services.

Start Date

January

Qualification

Other

Study Method

Blended learning

Course Length

18 weeks

Department

Business, Leisure and Tourism

Entry Requirements

4 subjects at National 4 including English.

SCQF Level

5

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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