

Administration, Office Skills and Services (NPA)

Inverness College UHI

Venues

Inverness New 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

Full time

Course Length

18 weeks

Department

Business, Management and Hospitality

Entry Requirements

4 subjects at National 4 including English. Interview.

Address

1 Inverness Campus
Inverness
Highland
IV2 5NA

Website

