

Administration Activities (NPA)

Edinburgh College

Venues

Sighthill Campus

Content

This course is aimed at those who may have been out of employment for some time and are looking to get back into work.

The main aim of the NPA at SCQF Level 4 in administrative activities is to provide a practical and flexible introduction to the administrative sector. This will enable learners to acquire and develop skills and knowledge needed for further study or to access employment in administration as trainees or in junior roles.

This course gives candidates an insight into Digital Business Administration skills, while also improving their English Language.

Content: Administrative activities; Preparing business documents; IT solutions for administrators; Building own employability skills; Responsibilities of employment; Dealing with work situations.

Start Date

September

Qualification

Other

Study Method

Full time

Course Length

1 year

Department

Enterprise and Commerce

Entry Requirements

No formal entry requirements. Relevant work experience. Interview.

SCQF Level

4

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

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Website

www.edinburghcollege.ac.uk