

Office Management

North East Scotland College

Venues

Off campus

Content

This Unit introduces the essential skills required to effectively manage and organise an administrative environment. It is suitable for learners who wish to progress to a supervisory/managerial level. You will explore the key concepts which underpin the role of the Office Manager and will be introduced to some essential skills required to effectively manage and organise an administrative environment. On completion of the entire Unit, you will be able to:

Manage and lead people and activities within the office environment; Manage organisational change; Manage and co-ordinate the recruitment and selection process; Evaluate the role of training and development within the office environment.

Start Date

Flexible

Qualification

Other

Study Method

Distance and Flexible learning

Course Length

12 months

Department

Business and Management

Entry Requirements

It would be beneficial to have some competence in office administration. This may be demonstrated by possession of Office Administration (F7JA 34) or equivalent, or through recent, relevant work experience.

SCQF Level

8

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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