

Administration

Inverness College UHI

Venues

Inverness Campus

Content

A wide range of businesses, from sole traders to multi-nationals, are increasingly reliant on staff to organise and help run the day-to-day flow of information and people. A career in administration has advanced to include a wide variety of roles including administrative and supervisory roles. This course will prepare you for a career in administration, providing a good basis for either moving directly into employment or possible progression onto HNC Administration and IT.

You will prepare and process a range of business documentation, such as agendas, letters, invoices, travel itineraries and petty cash. Consistently, you will be developing your organisational skills, learning how to prioritise work and taking initiative to resolve issues and complete projects on time.

Start Date

August

Qualification

Other

Study Method

Part time (day)

Course Length

2 years

Department

Business, Leisure and Tourism

Entry Requirements

4 subjects at National 4 including English.

SCQF Level

5

SCQF Points

«SCQFPoints»

Progression Routes

HNC/HND Administration and Information Technology or employment

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

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Website

www.inverness.uhi.ac.uk