

Introduction to Business and Administration

Forth Valley College

Venues

Falkirk Campus

Content

This introductory course - which is aimed at SCQF level 4/5 - will develop a broad range of skills and understanding of business, administration and finance, which will equip learners with the necessary skills to undertake employment in a variety of organisations or to make informed decisions about the next steps for further study.

Content:

Communication; Numeracy; Information Technology; Office Admin; Finance; Customer Care; Marketing; Economics; Enterprise Activity.

Start Date

August

Qualification

NQ

Study Method

Full time

Course Length

1 year

Department

Business

Entry Requirements

3 subjects at National 3 or relevant national qualifications at SCQF Level 3 or 4. Selection by interview.

SCQF Level

4

SCQF Points

«SCQFPoints»

Progression Routes

NC Administration, NQ Business or NC Accounting

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

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Website

www.forthvalley.ac.uk