

Introduction to Business and Administration (Level 4)

Forth Valley College

Venues

Falkirk Campus

Content

This introductory course will develop a broad range of skills and understanding related to business, administration and finance, which will equip students 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:

Microsoft packages (Word, Excel, Access, PowerPoint); Office administration; Finance; Customer care; Marketing; Business in action; Event organisation.

Start Date

August

Qualification

NQ

Study Method

Full time

Course Length

1 year

Department

Business

Entry Requirements

1 subject at National 4 plus 3 at National 3 including a relevant subject; 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 Management with Digital Technologies or other relevant course at SCQF Level 5.

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

Grangemouth Road
Falkirk
FK2 9AD

Website

www.forthvalley.ac.uk