

# **Introduction to Business and Administration (Level 4)**

Forth Valley College

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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

