

Introduction to Business and Administration

Forth Valley College

Venues

Alloa Campus
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

NC

Study Method

Full time

Course Length

1 year

Department

Business

Entry Requirements

1 at National 4 plus 2 subjects at National 3 including English and Maths or relevant national qualifications at SCQF Level 3 or 4. Selection by interview.

SCQF Level

4

Progression Routes

Relevant qualification at SCQF Level 5 or 6.

Address

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Website

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