

Advanced Certificate: Accounting, Administration, Business and Legal

Fife College

Venues

Dunfermline (Halbeath) Campus
Kirkcaldy (St Brycedale) Campus

Content

This course equips you with knowledge and understanding from administration, accounting, legal and business environments. You will also achieve 2 National Progression Awards as part of the course. The course is delivered by using face-to-face and online sessions, and you will undertake activities independently, or as part of different groups.

Subjects undertaken as part of the award:

NPA in Legal Studies; NPA in Enterprise and Business; Accounting units such as Management and Financial Accounting; Administration and IT units like Spreadsheets for Administrators; Web Apps: Word Processing.

Start Date

August

Qualification

Other

Study Method

Full time

Course Length

1 year

Department

Administration, Office Technologies and Legal Services

Entry Requirements

4 subjects at National 5; or Intermediate Certificate: Accounting, Administration, Business and Legal; or other relevant national qualifications at SCQF Level 5; interview

SCQF Level

6

SCQF Points

«SCQFPoints»

Progression Routes

HNC Business, Accounting or Administration and IT.

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

Pittsburgh Road
Dunfermline
KY11 8DY

Website

www.fife.ac.uk