

Advanced Certificate: Business Enterprise with (Administration, Accounting or Legal Services)

Fife College

Venues

Dunfermline (Halbeath) Campus
Kirkcaldy (St Brycedale) Campus

Content

This course will provide you with the range of advanced skills and understanding required to work in a modern business environment. In addition this course offers a range of options that will provide you the opportunity to gain specific knowledge and advanced skills in the fields of either Administration, Accounting or Legal Services.

You will study a range of subjects including: Personal Enterprise Skills; Business: Developing a Business Idea; Finance and e-Business; Business Formation: Commercial Aspects of Law; IT Solutions for Administrators; Communications in Administration; Administrative Theory and Practice.

You will also have the opportunity to select specialisms in: Administration; or Accounting; or Legal Services.

Start Date

August

Qualification

Other

Study Method

Full time

Course Length

1 year

Department

Business, Enterprise and Accounting

Entry Requirements

1 subject at National 5; or Intermediate Certificate - Business Enterprise (with Administration, Accounting or Legal Services); or other relevant national qualifications at SCQF Level 5; interview

SCQF Level

6

SCQF Points

«SCQFPoints»

Progression Routes

Relevant HNC or HND or employment

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

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Website

www.fife.ac.uk