

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.

This course is designed to provide a strong foundation in Business and Administration, preparing you for employment or further study. You will gain skills in areas around business awareness, administration and digital and communication.

You will develop your personal effectiveness, perseverance and resilience. By using a wide range of teaching strategies, you will develop your emotional intelligence which is an emergent trend in all working environments.

Start Date

August

Qualification

Other

Study Method

Full time

Course Length

1 year

Department

Business, Management and Accounting

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