

## Advanced Certificate: Enterprise and Business with Administration

Fife College

### Venues

Dunfermline (Halbeath) Campus  
Kirkcaldy (St Brycedale) Campus

### Content

Looking for a career in Administration? This course will provide you with a range of advanced skills and understanding required to work in a modern office environment. It covers a range of specialisms which provide the specific knowledge and skills required for this dynamic sector, allowing you to develop your administration skills whilst learning new skills to enhance your career opportunities.

Successful completion of this course will put you in a stronger position to progress to the next stage of your career or on to Higher National level study.

You will study a range of subjects including: Microsoft Office Applications (Databases, Excel, Powerpoint and Word); Administration Theory and Practice; Human Resources: Administration; Administrative Services; Business Formation; Desktop Publishing; Recording Accounting Transactions.

### Start Date

September

### Qualification

Other

### Study Method

Full time

### Course Length

1 year

### Department

Business, Management, Administration and Enterprise

### Entry Requirements

1 subject at National 5; or Intermediate Certificate - Enterprise and Business; or other relevant national qualifications at SCQF Level 5; interview

## SCQF Level

6

## Progression Routes

Relevant HNC or HND or employment

## Address

Pittsburgh Road  
Dunfermline  
KY11 8DY

## Website

[www.fife.ac.uk](http://www.fife.ac.uk)