Intermediate Certificate: Accounting, Administration, Business and Legal

Fife College

Venues

Dunfermline City Campus
Kirkcaldy Campus

Content

The course is designed to give you an overview of how the administration of different business aspects works, and at the same time introduce them to the world of Legal services and Accountancy. You will also gain, at the end of the course, an National Progression Award in customer service by successfully achieving the units part of this award.

You will be encouraged to use creativity and innovation by learning different aspects of how to run a business: from marketing and customer service, to legal aspects related to contracts, to IT skills related to how to administer a business. The subjects you will cover will include marketing, social media for customer service, promoting a business and IT for business.

Start Date

August

Qualification

Other

Study Method

Full time

Course Length

1 year

Department

Accounting, Legal and Police Studies

Entry Requirements

4 relevant subjects at National 4; or relevant national qualifications at SCQF Level 4; interview

SCQF Level

5

SCQF Points

«SCQFPoints»

Progression Routes

HNC Business, Accounting or Administration and IT.

Combination Courses

«htmlCombinationCourse» «htmlCombinationUCASCode»

Address

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Dunfermline
KY11 8SJ

Website

www.fife.ac.uk