

## Access to HN Business, Administration and Accounting

Forth Valley College

### Venues

Falkirk Campus

### Content

Are you ready to build a strong foundation for a successful career in business, accounting, administration, marketing, or customer service?

This dynamic course is your gateway to Higher National level study and beyond. Designed to equip you with a broad spectrum of Business and Employability Skills, you'll gain skills and knowledge of customer service, business technologies, and financial understanding – all essential for thriving in today's competitive job market.

Whether you're aiming for higher education or looking to boost your career prospects, this course will give you the skills, confidence, and insight to take the next step.

Subjects Include:

Human Resources; An Introduction to Scots Law; Employment Law; Microsoft Word and Excel; Contemporary Business Issues; Financial and Management Accounting; Social Media for Customer Service; Researching an Economic Issue; Communication.

### Start Date

August

### Qualification

Access to FE/HE

### Study Method

Full time

### Course Length

1 year

### Department

Business

### Entry Requirements

4 subjects at National 5 including a relevant subject; or relevant qualification at SCQF Level 5; interview

## SCQF Level

6

## SCQF Points

«SCQFPoints»

## Progression Routes

Relevant HND

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

Grangemouth Road  
Falkirk  
FK2 9AD

## Website

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