Advanced Certificate: Business Administration

Fife College

Venues

Dunfermline City Campus
Kirkcaldy Campus

Content

This course equips you with knowledge and understanding of Business and Administration. You will also achieve a National Progression Award as part of the course.

The advanced certificate covers a range of essential topics providing a solid foundation to move on to employment or to progress onto HNC, including:

Business skills and expected behaviours; Communication; Presentations; Word processing; Spreadsheets.

Start Date

August

Qualification

Other

Study Method

Full time

Course Length

1 year

Department

Business, Enterprise, Administration and IT

Entry Requirements

4 subjects at National 5; or 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

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Website

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