

## Advanced Certificate: Business Administration

Fife College

### Venues

Dunfermline (Halbeath) Campus  
Kirkcaldy (St Brycedale) 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.

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.

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, Management and Accounting

### 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

Pittsburgh Road  
Dunfermline  
KY11 8DY

## Website

www.fife.ac.uk