

## 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

Calaiswood Crescent  
Dunfermline  
KY11 8SJ

## Website

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