

## Intermediate Certificate: Business Enterprise

Fife College

### Venues

Dunfermline (Halbeath) Campus

### Content

In this course you will study and apply your learning to communication skills, product and service requirements and social media for customer care. A fundamental of any business is the people who make the business possible and the financial needs to sustain and grow an organisation, this course will support your understanding in the management of people and finance.

An ever-growing industry is marketing and digital technologies, and this, along with customer care are the base line of any new or aspiring entrepreneur. This course is designed to provide you the opportunity to take your first step into the area of business.

You will study subjects like Spreadsheets for Administrators, Management of People and Finance, Communication Skills for Customer Service, Social Media for Customer Service and Web Applications of MS Office.

### Start Date

August

### Qualification

Other

### Study Method

Full time

### Course Length

18 weeks

### Department

Business, Management and Accounting

### Entry Requirements

4 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

Pittsburgh Road  
Dunfermline  
KY11 8DY

## Website

www.fife.ac.uk