

BUSINESS ADMINISTRATION

COURSE OUTLINE:

Exam Board: Pearson

Careers in Business offer fantastic progression pathway into a number of roles throughout an organisation, and the skills you can develop are highly transferable across all industries.

The units you will study include:

- Unit 1: Understanding Administrative Services
- Unit 2: Providing Administrative Services
- Unit 3: Using Business Technology to Process and Communicating Information
- Unit 4: Planning, Organising and Supporting Business Events

WORK EXPERIENCE:

This course is part assessed using a work placement. You will be expected to work in an office environment for a minimum of one day per week as part of this year programme. Work experience placements will be organised in the first term of the year and will give you the opportunity to collect evidence for your units and develop your work based skills

SKILLS REQUIRED:

This course will appeal to students that are interested business administration and have a desire to work with people in an office environment. An interest in related subjects would also be helpful.

FUTURE OPPORTUNITIES:

- Apprenticeship
 - Business Admin (Level 3)
- Employment
 - Business Administration
 - Administrative Assistant
 - Office Administrator
- Level 3 Study
 - National Extended Diploma in Business
 - National Diploma in Enterprise and Entrepreneurship
 - Diploma (Tech Level)

