

Course title

Working in Business Administration

Qualification

Edexcel principles of Business Administration
OCR level 2 IT Fundamentals
ASDAN Level 1 Applying for a job

Attendance

This will normally be two/three days each week over 10-12 weeks.
10.00 am-3.00 pm

Start date

Please call to find out when the next course is starting

Who is this course for?

These qualifications are aimed at anyone interested in or starting out in a career in administration or brushing up their skills in Business Administration, ICT and employability Skills.

Course Description

These qualifications allow you to acquire the knowledge of a number of essential areas of working in administration and include the following units:

- Principles of personal responsibilities and working in a business environment
- Principles of providing administrative services
- Principles of managing information and producing documents
- IT Fundamentals
- Practical activities involved in applying for a job ie CV writing, completing application forms, interview practice

Assessments

To achieve the Level 2 Certificate in Principles of Business Administration (QCF) candidates will need to complete 13 credits

The qualifications will be assessed by means of on-line tests and assignments.

What can I do after the course?

These qualifications provide pathways into the sector Business Administration for people new to administration or those returning to work after a break.

What other help will I get when taking up one of these courses?

Learners will get lots of support to prepare for work, complete CV's, write application forms, interview preparation. In addition, you can register with LLC's recruitment agency and will be able to apply for any suitable vacancies.

Cost

The course is fully funded if you are in receipt of benefits. If you are not in receipt of benefits, reduced fees may be available depending on previous qualifications