

Business, secretarial & administration

Our achievement rate for Business courses in 08/09 was:

97%

Got a head for business? Get the right knowledge and skills to move into the professional world with confidence.



Job options

- | | |
|---------------------|-------------------|
| Business management | Personnel |
| Customer service | Retail management |
| Human resources | Sales |
| Marketing | Self-employed |
| Office support | Secretarial |
| Administration | Recruitment |

Business, administration & finance Level 1 Foundation Diploma Level 2 Higher Diploma

WB0070/WB0071
Course length: 1 year



Business BTEC Diploma Level 2

WB0075
Course length: 1 year



Business BTEC Extended Diploma Level 3

WB0073
Course length: 2 years

UCAS

UCAS tariff points available



NEW

The Diploma is a new qualification for young people. It offers you a wide range of learning activities whilst keeping your options open for the future by exploring subject areas not specific careers.

During the course you will learn in the classroom and in the workplace during work experience. You will learn life skills that are important for work, study and the future. You will be expected to use what you learn to tackle real life business situations just like you would in the workplace.

You may also spend time at another school during the course.

The **Foundation Diploma** is the same as five GCSEs at grade D to G. The **Higher Diploma** is the same as seven GCSEs at grades A*-C. The **Higher Diploma** is offered in collaboration with Edgbarrow, Brakenhale and Ranelagh schools.

Course content

All employers value individuals who understand what business is all about and how it works, who have qualities like self-motivation and flexibility and who can work well in a team and communicate effectively.

The BAF Diploma has been developed to provide a solid grounding in business skills and is made up of the following areas of study:

- Principal learning – at the heart of the Diploma are your core business, administration and finance subjects. These will teach you the main things you need to know about business. You will learn about the issues that are affecting business today, how business works and what skills you need.
- Additional and specialist learning – this allows you to broaden your course by studying additional subjects that you are interested in or more specialist business related subjects.
- Functional skills – these will help you develop a good standard of English, Maths and ICT. These subjects are essential to succeed in any business or learning environment, whether you decide to continue in business or not.
- Personal, learning and thinking skills – all Diploma students will develop personal, learning and thinking skills, such as team-working, creative thinking and self-management. These are vital skills in both life and work, and will be useful to you in the future, no matter which path you take.

- Work experience – Your Diploma will give you the opportunity to do at least 10 days of work experience. This is a great way to use the skills you have learnt in the classroom, and experience what work is like from the inside.

- Student projects – during your Diploma, you will complete a student project to demonstrate the skills and knowledge that you have learnt. This could be a written piece of work, such as a report or an investigation, or it could be a practical project. You will be assessed through a combination of coursework and written examination.

Entry requirements – Foundation Diploma

At least four GCSEs grade E, to include English language and Maths. Equivalent vocational qualifications should be at Merit level. Positive school references will be required in relation to attendance, behaviour and attitude to work.

Entry requirements – Higher Diploma

At least four GCSEs to include one grade C and a minimum of three grade D. GCSEs in English language and Maths at a minimum of grade D are essential. Equivalent vocational qualifications should be at Merit level. A positive school reference will be required in relation to attendance, behaviour and attitude to work.

After the course is finished

You can:

- Take the next level – the Higher or Advanced Diploma in the same or a different subject
- Study an NVQ, BTEC or other qualification
- Study a similar subject to the one you studied for your Diploma or
- Something completely different at college or in the workplace

This course replaces the BTEC First Diploma. This is a practical, work-related course. You will learn by completing projects and assignments that are based on realistic workplace situations. We will introduce you to particular areas of employment and give you a good basis to go on to a more advanced work-related qualification. It is equivalent to four GCSEs grades A*-C.

Course content

The course is made up of six units; three core units provide a general foundation and three specialist units introduce you to particular topics in more depth.

All students take the three core units:

- Exploring business purposes
 - Developing customer relations
 - Investigating financial control
- Students also take three specialist units from the following:
- Business communication
 - People in organisations
 - Providing business and

administration support

- Personal selling
- Doing business online
- Exploring business enterprise

You will not sit any externally set examinations on this course.

We build opportunities to gain additional certificates into the framework of the course, including GCSE Maths and English retakes which will enhance your CV.

Key/functional skills

All students need to do the three units in English, Maths and IT. You will be assessed when you join us to make sure that we teach you at the right level.

Entry requirements

A minimum of four GCSEs to include at least one grade D and three E grades. You must have a minimum of grade E in GCSE English language to do this course. Any vocational qualifications being used as part of the entry requirements must be achieved at Merit level.

After the course is finished

More advanced courses such as a BTEC Extended Diploma Level 3 in business or with further training or study, you may progress into business-related careers.

This course replaces the BTEC National Diploma. This is a practical, work-related course. You will learn by completing projects and assignments that are based on realistic workplace situations. Students focus on a particular subject area and develop a range of specialist skills and knowledge. The qualification will provide you with three A Level-equivalent grades which may lead to employment or university.

Course content

The course is made up of 18 units: four core units and 14 specialist units. The specialist units explore topics in greater depth.

All students take these four core units:

- Exploring business activity
- Investigating business resources
- Introduction to marketing
- Effective people, communication and information

All students will take 14 specialist units from these subjects:

- Finance
- Marketing

- Managing an event
- Career development
- Business environment
- Human Resources
- Law
- Starting a small business enterprise

You will not sit any external examinations on this course.

GCSEs – You will have the opportunity to retake GCSE Maths and/or English.

Key/functional skills

All students need to do the three units in English, Maths and IT. You will be assessed when you join us to make sure that we teach you at the right level.

Entry requirements

A minimum of four GCSEs at A*-C including a D in English. Any vocational qualifications being used as part of the entry requirements must be achieved at Merit level.

After the course is finished

You can progress into higher education to extend your studies. Alternatively this qualification is valued by employers and leads to career opportunities in business specialisms such as finance, human resources, management or marketing. This course could give you between 120 and 360 UCAS points depending on your final grade.

BTECs are changing. The information on these qualifications is correct to our knowledge at time of going to press but is subject to alteration. Please contact us or go online for the latest details.

Administration with secretarial studies Level 2 Diploma

WB0032
Course length: 1 year



Administration with secretarial studies & A Levels Diploma

WB0035
Course length: 2 years

UCAS

UCAS tariff points available



Temping/PA skills Fast Track

WB0038
Course length: 16 weeks



This course is made up of three qualifications:

- BTEC Diploma in Business Administration
- OCR CLAIT Plus
- OCR Text Processing Certificate (Business Professional) at Level 2 or 3

You will be fully prepared after completing this course to apply for junior secretarial positions or to get more experience through temping, on your way to becoming a top PA/administrator.

Course content

- Administration, team working and personal development
- Communication techniques
- Legal procedures
- Customer services
- Administrative functions
- Organising and supporting meetings
- IT for administration

As well as secretarial skills including:

- Touch typing
- Word processing
- Information technology - Excel, Outlook and PowerPoint

During the course you will undertake one week's work experience with a local company.

Key/functional skills

All students need to do the three units in English, Maths and IT. You will be assessed when you join us to make sure that we teach you at the right level.

Entry requirements

Three GCSEs at grade C or above, preferably including English.

After the course is finished

You will be ready to enter employment upon completion of the course. You will be able to apply for junior secretarial positions with the aim of progressing to PA and senior secretarial roles.

This course is made up of three qualifications:

- BTEC Diploma in Business Administration Level 2
- OCR CLAIT Plus
- OCR Text Processing Certificate (Business Professional) Level 3

You will be fully prepared after completing this course to apply for junior secretarial positions or to get more experience through temping, on your way to becoming a top PA/administrator.

Course content

- Administration, team working and personal development
- Communication techniques
- Legal procedures
- Customer services
- Administrative functions
- Organising and supporting meetings
- IT for administration

Plus secretarial skills including:

- Touch typing
- Word processing
- Information technology - Excel, Outlook and PowerPoint

You will also study two AS Levels in the first year, continuing either to A2 Level in the second year or new AS Level subjects. There will be work experience as part of this course.

Key/functional skills

All students need to complete the three units in English, Maths and IT. You will be assessed when you join us to make sure that we teach you at the right level.

Entry requirements

Four GCSEs at grade C or above, preferably including English.

After the course is finished

You will be ready to enter employment upon completion of the course. If you wish to continue your studies, you may progress to higher education. Your A Levels could give you between 80 and 240 UCAS points depending on your final grade.

A 16 week intensive course covering keyboard skills, Microsoft Office and other business packages. This course will suit mature candidates wishing to update skills and those who have just completed A Levels or a degree and need these useful skills to enter the workplace. This course is designed to fit within school hours and starts in both September 2010 and February 2011.

Course content

Keyboard skills and word processing: you will work towards nationally-recognised qualifications, progressing to the Certificate in text processing (Business Professional) at Level 2 or 3.

- Mailmerge
- Business presentations using PowerPoint
- Document presentation
- Legal text processing
- Medical word processing.

Business software: use of this software will lead to completion of OCR CLAIT Plus. This will include the use and application of spreadsheets and graphics to a high level, modules in file

organisation, plus email and diary management. The programs used will be Microsoft Office 2007 including: Excel, Word, PowerPoint and Outlook.

You will also learn how to build a CV, interview techniques, assertiveness and communication skills.

Entry requirements

If you are looking to gain essential, practical skills for a career as a personal assistant (PA) or administrator, then this course is ideal. You will need to be enthusiastic and conscientious and have a high standard of English.

After the course is finished

These skill qualifications combined with your academic achievements, will enable you to look for employment at secretary or personal assistant level or gain more experience through temping.

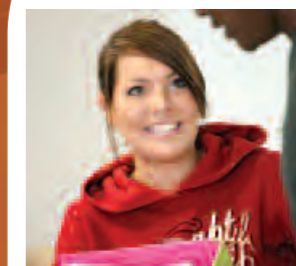
Your say



Joe Jones BTEC National Diploma in Business

I have thoroughly enjoyed my first year here at the college. I have met loads of new people and learnt so many different skills on my Business course which will benefit me in the future. The teachers are very friendly as well which set a welcoming environment to help us achieve our full potential. It's nice to be treated like an adult and with the respect everyone deserves. Everyone in my class is also excited about moving into the new building.

Your say



Lauren Tomney BTEC National Diploma in Business

After I finished school I decided to go to a sixth form college, but didn't enjoy it. The following year I decided to join this college and I enjoy it a lot more. The teachers are friendly and the atmosphere is more relaxed.