**Business Administration**

**Campus**

Job Skills @ BMET

Matthew Boulton

Jennens Road

Birmingham

B4 7PS

To book a place on this course please call the Employability Skills Team on **0121 362 1174**

**Hours and times per week**

2 days per week: 9:30am – 3:30pm (12 hours)

**Duration**

Part time 5 week course

**Course content**

This qualification is suitable for those who wish to gain knowledge of administration. Units delivered:

* **Using a Computer in a Business Environment**

Introduce learners to the main administrative tasks carried out on the computer

* **Managing your Health at Work**

Help learners understand why it is important to be healthy at work

* **Working in Business and Administration**

Develop knowledge and skills needed to identify and complete routine tasks.

**Qualification**

BTEC Level 1 Award in Business Administration

**Entry and eligibility requirements**

Motivation and willingness to learn. Applicants will be required to complete an initial assessment of Entry Level 3 in English and Mathematics. Applicants will need to be unemployed and provide proof of benefits in order to be assessed for full fee remission.

**ID Requirements**

Bank statement (or other form of ID) with address details on plus National Insurance Number.