

Course Information

Business Administration

Campus

Matthew Boulton College, 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

3 days per week: 9:30am – 3:30pm (Wednesdays, Thursdays and Fridays)

Duration

9 days

Course content

A course to gain valuable office and Business skills, introducing learners to the main administrative tasks carried out on the computer. You will develop knowledge and skills needed to identify and complete routine tasks.

Areas covered are:

- Using a computer in Business administration
- Working in Business Administration
- Creating Business documents
- How to research and apply for Job opportunities
- Creating a CV
- How to use different documents in an office environment

With access to our apprenticeship team and the opportunity to join our talent bank , the above course and accredited qualification can open up opportunities for a full time apprenticeship in Business Administration L2

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.

BMet

Jennens Road, Birmingham, B4 7PS

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