

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

Mon/Tues/Wed/Thu/Fri; 9.30am - 3.15pm (week 1)

Mon/Tues/Wed/Thu 9.30am - 3.15pm (week 2)

Duration

9 days

Course content

This course is suited for learners who wish to gain knowledge and practical skills of Business Administration through live tasks within a virtual office classroom training environment.

The qualification is tailored to current requirements in industry and will prepare learners to the vast opportunities and the world of work within many industry sectors in Business administration such as Marketing, Human Resources, Education and more.

Four Units delivered across the Business Administration Level 1 course include:

- **Professional Career in Business Administration**
Gain knowledge of the different sectors of business administration and acquire the specific skills and qualities required to become an effective and organised administrator. You will also gain knowledge on business legislation required in the workplace.
- **Using IT in a Business Environment**
Undertake key administrative tasks using IT. Learn how to use Powerpoint to create presentations.
- **Creating standard business documents**
Produce professional business documents and gain business writing skills in formal English language.
- **Manage your own learning**
Prepare a self-assessment skills audit checklist and create a personal development plan to meet SMART objectives.

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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