

## What is the course about?

This qualification enables you to develop your skills and behaviours that will give you the best opportunity to be successful when applying for work. You will develop transferable technical and practical skills in communication, decision making, self-management and development, problem solving and managing information.

This course is designed for those who wish to gain employment in business administration. Previous students have gained employment as junior secretaries, customer service assistants or receptionists.

## What are the entry requirements?

At least 4 GCSEs grade A to D. A successful College interview is also required.

## What will I study?

All the content of the qualification is mandatory and relates directly to the skills, knowledge and behaviours expected by employers in a business administration role. The areas covered include:

- Business administrative environment
- Providing administrative services and support
- Business technology
- Processing and communicating information
- User Skills (Word Processing, Spreadsheets, PowerPoint)

## How will I be assessed?

By assessments, internally marked assignments, examination and practical activities. Assessment standards are assured through the awarding bodies.

## What are my progression and career options?

Employment or further UCM Level 3 courses.

## Who should I contact?

All enquiries relating to this course are to be directed to the Course Admissions Tutor via the Programme Area Secretary on 648202 or by e-mail to [tracy.clift@ucm.ac.im](mailto:tracy.clift@ucm.ac.im).