BUSINESS

LEVEL 2 BUSINESS AND IT USER SKILLS

THE NEW LEVEL 2 PROGRAMME IS IDEAL FOR THOSE WANTING TO PURSUE A BUSINESS OR BUSINESS ADMINISTRATION CAREER.THIS COURSE PROVIDES ESSENTIAL KNOWLEDGE AND SKILLS NEEDED TO WORK IN AN OFFICE ENVIRONMENT. PROVIDING AN EXCELLENT PROGRESSION ROUTE TO LEVEL 3 STUDY OR ONTO AN APPRENTICESHIP PROGRAMME.

WHAT WILL I STUDY?

ESSENTIAL ASPECTS OF BUSINESS ADMINISTRATION INCLUDING:

- PRODUCING BUSINESS DOCUMENTS AND MANAGING INFORMATION
- PLANNING AND ORGANISING MEETINGS
- DIFFERENT TYPES OF ORGANISATIONS
- BUSINESS COMMUNICATION AND DEVELOPING WORKING RELATIONSHIPS WITH COLLEAGUES.

ESSENTIAL SKILLS AND KNOWLEDGE RELATED TO USING INFORMATION TECHNOLOGY AT WORK INCLUDING:

- HOW USING IT HELPS YOU DO YOUR JOB
- SOFTWARE FUNDAMENTALS
- PRESENTATION SOFTWARE
- SPREADSHEETS
- IT SECURITY

HOW WILL YOU LEARN?

DELIVERY WILL BE A BLEND OF ONLINE LEARNER AND CLASSROOM INPUT. YOU WILL BE ABLE TO WORK ON YOUR ONLINE LEARNING PACKAGES IN THE CLASSROOM AND FROM HOME.

CLASSROOM ACTIVITIES WILL GIVE YOU THE OPPORTUNITY TO DEMONSTRATE THE SKILLS YOU HAVE ACQUIRED.

WHAT ELSE WILL I DO?

IF YOU ARE BETWEEN 16 - 18 YOU WILL ALSO DO WORK EXPERIENCE TO HELP YOU DEVELOP YOUR SKILLS FURTHER. IF YOU ARE BETWEEN 16 - 18 YOU WILL ALSO BE STUDYING ENGLISH AND MATHS.