

Business & Administration

For those wanting to work in the fast-paced business world, FC offer a series of courses develop students how to work confidently with a good understanding of this vital industry. The skills developed are needed by virtually every organisation, which means that successful students can access a wide range of careers or higher learning opportunities.

BTEC First Diploma Business Administration & Office Skills

Course Details

This course will prepare you for a rewarding career with can give you the chance to work in an area that complements your other interests.

The course is made up of six units:

- Administration:
- Business communications
- Exploring business purposes
- Developing customer relations
- Investigating financial control
- Exploring business enterprise

You will also learn touch-typing and word processing as a substantial part of the course. The Information Technology Qualification (ITQ) at Level 2 is also included.

Work placement is part of the course and several students are employed directly as a result of this scheme.

Course Duration: One year

Further Study

Progression to the Level 3 Business course at Fareham College will enable you to develop your administrative skills and to go on to higher education or further training.

Legal Secretary's Certificate

Course Details

The Legal Secretary's Certificate is designed for those intending to pursue a career within the legal profession.

It is a group certificate comprising of two modules:

- Working in the Legal Environment
- Legal word processing

You will develop your secretarial skills and gain the OCR Text Production, Word Processing and Audio Transcription qualifications, as well as an NVQ in Information Technology.

Course Duration: One year

Further Study

Students can progress by studying Law AS/A Level, Business AS/A Level or National Diploma, or Legal Executive training.

Recent students have obtained excellent jobs in local solicitors offices, such as secretarial roles and trainee legal executive posts.

Other Relevant Information

You will be expected to undertake regular home study on this course.

Work experience is a major part of the course - 2 days per week.



Career Ideas

- Office work in many areas • Personal Assistant (PA)
- Secretary • Administration/Admin Assistant
- Legal Secretary

Both of these courses can lead to employment in virtually any industry and organisation from manufacturing to retail, from the movie industry to surgeries. The skills learnt can be applied to many office based situations.



BTEC Introductory Diploma Business, Administration & Retail

Course Details

The BTEC Introductory Diploma is a one year full-time practical and work related course. Students learn by completing projects and assignments that are based on realistic work place situations, activities and demands.

The course includes:

- Starting work in business, retail and administration
- Introducing customer service
- Personal effectiveness
- Financial management
- Introduction to retail
- Introduction to administration
- Work experience

Course Duration: One year

Further Study

With further training or study, may progress into business related careers.

Other Relevant Information

You will be expected to undertake regular home study on this course. The course includes a period of time spent on work experience and field trips organised during the course of the programme including an overseas visit.

BTEC First Diploma Business

Course Details

The BTEC First Diploma in Business is a one year full-time practical and work related course. Students learn by completing projects and assignments that are based on realistic work place situations, activities and demands.

The course is made up of six units, three core plus three optional:

- Exploring business purposes
- Developing customer relations
- Investigating financial control
- Business communication
- Exploring Business Enterprise
- Providing business & Admin support

Course Duration: One Year

Further Study

With further training or study, learners may progress into many business related careers, or continue on to the Level 3 programme at Fareham College.

Other Relevant Information

You will be expected to undertake regular home study on this course. There are business related visits and field trips arranged during the course of the programme.

BTEC National Diploma Business

Course Details

The BTEC National Diploma in Business is a two year full-time practical and work related course.

The course is made up of eighteen units, four core units and fourteen options.

Examples of units are shown below:

- Exploring business activity
- Investigating business resources
- Introduction to Marketing
- Recruitment and selection
- Managing a business event
- Exploring team development

The topics covered are designed to give you a wide range of skills and knowledge which are applicable to any business related career.

Course Duration: Two years

Further Study

BTEC National Diplomas lead to career opportunities in business specialities such as Finance, Human Resources, Marketing or general Management roles. Learners may further progress into Higher Education Degree courses or the BTEC Higher National Certificate/Diploma courses in Business.

Other Relevant Information

You will be expected to undertake regular home study on this course. There are business-related visits and field trips arranged during the course of the programme, including an overseas (European) visit.

Career Ideas

- Human Resources (Personnel)
- Marketing
- Customer care & support
- Administrator/Admin Assistant
- E-commerce
- Finance and Accounting
- Retail and sales

All of these business areas offer opportunities at Assistant, Officer, and Manager levels. Progression is a result of further training and experience, and lots of hard work.

Subject

Business

Level 1

BTEC Introductory Diploma in Business, Administration & Retail

Level 2

BTEC First Diploma in Business

Level 3

BTEC National Diploma/ Certificate in Business