



The Oldershaw School

Level 2 - Cambridge Technicals in Business - HOD: Mrs L Leadbetter

Course Outline & Exam Ratio

This qualification is for students who are 16 years old or over, and want to apply their skills and knowledge in business administration.

You will be taught the following units:

Exam Based Units:

Principles of working in business administration
Understand the role of an administrator

Internal Assessment Units:

Use social media for business purpose
Provide administrative support
Follow administrative practices and create procedures
Communicate in a business environment
Support the organisation of an event

Progression Routes

It will equip students with the essential skills and knowledge required to progress onto a business administrator apprenticeship, or into an administration-related job role, such as an administrator, an admin apprentice, an events assistant or a receptionist. It will also enable students to acquire a range of transferable skills and knowledge which are highly regarded by employers.

Enrichment Opportunities

High quality work experience is one important way to help young people prepare for future employment and within this course we aim to offer you a work placement to enable you to put into practice the skills you are being taught in lessons.

In addition to this you will be given the opportunity to visit local business such as Jaguar Land Rover, CostCo and Alton Towers. As well as trips to Disneyland Paris

BCS Level 2 ECDL Award in IT User Skills – HOD: Mr A Scott

Course Outline & Exam Ratio

The aim of this nationally recognised IT user qualification is to improve learners' knowledge and understanding of IT, develop skills to work effectively and efficiently using IT and provide proof of IT competence.

The qualification consists of 3 components:

- Word Processing Software – students will learn how to use Microsoft Word to create and modify layout and structures for word processed documents, and software tools to format and present documents effectively to meet requirements.
- Presentation Software - students will learn how to use software tools in Microsoft PowerPoint to structures, edit and format slide sequences featuring different types of information.
- Spreadsheet Software - students will learn how to use Microsoft Excel to enter, edit and organise numerical data, and use appropriate formulas and data analysis tools to meet requirements.

Progression Routes

This course will allow progression to employment that requires office-related IT skills or further study of IT at Level 3 or A-Level.

Enrichment Opportunities

There are opportunities to speak with industry experts and local business leaders to enhance experience of the subject and provide potential routes into employment.

**Apply
Here**