

Course Title:		OCR Level 1 Award in Administration					
Course Code:		W1014BES	Centre:	Wallington	Tutor:	Anne Doerr / Andrew Gadd	
Day:	Mon	Start Date:	13/09/10	Length:	32 wks	Time:	09:45-11:45

Course Content/Syllabus

This course will include the following topics:

- Preparing a variety of routine documents
- Working with colleagues and customers
- Preparing for work in business organisations
- Following routine office procedures
- Making and receiving phone calls

After completing the course, students should be able to:

- Extract relevant information and present information accurately in a recognised format
- Contribute to the work of colleagues in the workplace and communicate effectively with customers
- Understand the activities undertaken in a business organisation
- Follow procedures to complete routine office tasks
- Complete a portfolio of evidence

Assessment Methods

This course leads to the OCR Business Professional Award Level 1.

Home Study

Home study is essential in order to achieve

Attendance

Regular attendance is required. **All students enrolling on this course must take the accreditation.**

Entry Requirements

Suitable for those coming back to work or new to office practice

English, Maths & IT Entry Requirements

Reasonable English skills. Ability to write letters and short assignments. Basic IT skills helpful.

Please note that you must send the pre-entry assessment form with your enrolment and fee, so that we can identify any additional support needs. The form is in the prospectus or available from www.scola.ac.uk/enrol/form

Exam Fees

Any applicable exam fees are included in the course costs.

Extra Costs (eg course materials & textbooks)

- Textbook about £18 (not compulsory)

You are advised not to purchase text-books or equipment until the course is confirmed.

For your first session, please bring:

- Paper, pens and folder

Extra Help With Your Learning

For details of additional support, please request the learning support leaflet and indicate your needs on the enrolment form.

Progression/Further Opportunities:

Computing Courses
Other Business/Accounting Courses