



Barking & Dagenham College

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NCFE Diploma in Business Administration Level 3

Study for our business & administration qualification and gain top business, admin and IT computer skills to help you gain employment within a secretarial or administration position.



What will I learn?

This is an advanced course which is suitable for anyone wanting to work in a senior administrative role.

This course will help you to develop skills in planning both your own and other people's work, and also in communicating with colleagues at all levels.

You will develop the skills to work effectively and to carry out a range of complex administrative functions required in a business environment.

You will have the opportunity to learn the latest IT skills to a high standard.

How will I be taught?

You will have presentations, practical classes, interactive learning, discussion groups and 2 weeks' work experience.

You will need to secure your own work experience placement but the College will help and support you if you are struggling to secure a place.

How will I be assessed?

You will be assessed through assignments completed in class under exam conditions. These assignments are externally moderated, with the final mark given as a Pass or Fail.

What qualifications do I need to qualify for this course?

You should have passed the Level 2 Certificate in Business Administration or you will have at least 3 GCSEs at Grades A* -C including English Language.

If you are a mature student please still apply as previous work experience, enthusiasm and motivation to succeed and progress will be taken into account.

If you are applying after school or college you will need to provide a reference to demonstrate your attendance, punctuality, work ethic and general performance.

What can I do after this course?

You will have the opportunity to work in a senior administrative role across a range of business sectors.

You may also consider progressing on to the Higher National Diploma in Business Studies at Level 4, or continuing your studies on a Higher Education programme. Barking & Dagenham College offers a range of Higher Education options, right up to a post-graduate Master of Business Administration.

If you do take a job, you may still continue your studies as part of a Higher Apprenticeship.

Will I need any special equipment?

You will be given a reading list at the start of your course.

Apply online

Visit

<https://www.barkingdagenhamcollege.ac.uk/en/all-courses.cfm/page/0000006684>





Barking & Dagenham College, Dagenham Road, Romford RM7
0XU

e: engagement.services@bdc.ac.uk t: 020 8090 3020