

Introduction to Business Administration

Course Code	Venue & Contact Details	
MZ499FDA	Venue	Online, using Google for Education, www.classroom.google.com
	Address	Community Cl, Hounslow TW5 9QX
	Phone	020 8583 6000
	Email	courses@hounslow.gov.uk
	Website	www.hace.ac.uk

Day	Times	Start date	End date	No of Weeks	Total Fee
Thursday	10am-12pm	07/10/2021	02/12/2021	8	£72/ *Free

**If you are unemployed, looking for work, and are in receipt of a means tested benefit, you do not have to pay the course fees. You will need to sign a self-declaration form stating that you are looking for a job and provide supporting evidence.*

**If you are in low paid employment and you earn less than £10.85p/h or £21,157.59 annual gross salary, you do not have to pay the course fees. You will need to provide proof of income, for example, this could be a wage slip within 3 months of the course start date, or a current employment contract, which states gross monthly/annual wages.*

About the course

This course is a part of our Business and Employment Learning Programmes aimed to support local residents into employment.

If you wish to get an administrative job but have little or no previous knowledge or experience of working in an office environment, this course is perfect for you.

Build your skills and confidence through this practical course, which will introduce you to the language, functions and processes of business and business administration.

What will I learn?

After this course you will be able to:

- Understand job title hierarchies and the functional areas within a business and their purpose
- Understand business vocabulary in a variety of written and spoken business contexts.
- Prepare for and participate in meetings – one-to-one and group including brainstorm sessions (plan an agenda, chair, take minutes, ask appropriate questions, give appropriate replies, summarise key points etc).

What are the entry requirements?

- Good keyboard/typing skills.
- Entry 3 or above level of English.
- Good Digital skills- be able to create work independently using Microsoft Word and Powerpoint or Google docs and slides; be able to join class via Google Meets and write in meet chat.

What do I need to bring with me?

- This is an online course which requires access to a computer or a laptop and a good internet connection. We recommend that you download Google Chrome Browser. Please see the '**Devices and Digital Applications Required for Online Courses**' section below for more detail.
- Paper and a pen to take notes

How will my learning be assessed?

This is a non-accredited course with the intent to benefit lifelong learning. Your tutor will give you regular verbal and written feedback to support your progression. You will submit your course work and track your learning in Google Classroom. You will participate in group discussions and receive guidance.

To successfully complete the course your attendance should be a minimum of 85% and course work should be completed by the end of the course.

Devices and digital applications required for online courses

This is an online course which requires access to a computer or a laptop and a good internet connection.

We use Google Suite for Education and recommend that you download Google Chrome Browser. If you are a new learner with us, we will create an account for you. Details will be sent to your personal email so please check your inbox and spam regularly prior to course start.

What can I do after completing this course?

- The most obvious progression pathways after this course is Mastering Business Communication. However, your tutor will give you a more specific advice on what you could do next at the end of the course based on your personal circumstances.
- Use your new skills and knowledge in job interviews and to update your CV
- You can call us to find out about upcoming courses on 020 8583 6000

Information, advice and guidance for employment

- Call 020 8583 6174 to speak to an advisor

- Email work@hounslow.gov.uk
- Visit <http://www.hace.ac.uk/employment-support>