

Course title	Start date	Duration	Day/Time	Code	Location
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## Business and Administration

### Administration and Office Technology

NVQ 1 Certificate in Business and Administration	12.09.11	1 year	Mon 09:15-12:15	TBC	Ashington
NVQ 1 Certificate in Business and Administration	13.09.11	17 weeks	Tue 09:15-15:00	SEC0046P	Ashington
NVQ 1 Certificate in Business and Administration	12.09.11	1 year	Mon 09:15-13:00	SEC0046P	Berwick
NVQ 2 Certificate in Business and Administration	16.09.11	1 year	Fri 09:15-13:00	TBC	Ashington
NVQ 2 Certificate in Business and Administration	07.02.12	17 weeks	Tue 09:15-15:00	SEC0027P	Ashington
NVQ 2 Certificate in Business and Administration	13.09.11	17 weeks	Tue 09:15-15:00	SEC0027P	Ashington
NVQ 2 Certificate in Business and Administration	12.09.11	1 year	Mon 09:15-13:00	TBC	Berwick
Apprenticeship in Business and Administration Level 2	Flexible	2 years	TBC	SEC0043P	Workplace
Advanced Apprenticeship in Business and Administration Level 3	Flexible	2 years	TBC	SEC0030P	Workplace
Certificate in Administration (Business Professional) Level 3	15.09.11	1 year	Thu 09:00-16:00	TBC	Ashington
Certificate in Administration (Business Professional) Level 3	12.09.11	1 year	Mon 09:00-13:00	TBC	Berwick

### Business and Management

BTEC Award in Introduction to Contact Centres	16.09.11	20 weeks	Fri 15:00-16:00	TBC	Ashington
Award in Computerised Accounts Level 1	Flexible	10 weeks	Wed 18:00-21:00	BUS0083E	Ashington
Award in Computerised Accounts Level 1	Flexible	10 weeks	Wed 13:00-16:00	BUS0082P	Ashington
Certificate in Retail Skills Level 1	12.09.11	1 year	Mon 14:30-16:00	TBC	Ashington
Certificate in Customer Knowledge	12.09.11	1 year	Mon 13:00-14:30	TBC	Ashington
Certificate in Customer Knowledge	15.09.11	1 year	Thu 09:00-10:30	TBC	Berwick
Certificate in Computerised Accounting for Business Level 2	Flexible	1 year	Wed 18:00-21:00	BUS0055E	Ashington
Certificate in Computerised Accounting for Business Level 2	Flexible	1 year	Wed 13:00-16:00	BUS0053P	Ashington
Apprenticeship in Accounting Level 2	Flexible	2 years	TBC	TBC	Workplace
Apprenticeship in Customer Service Level 2	Flexible	2 years	TBC	SEC0047P	Workplace

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Apprenticeship in Retail Skills Level 2	Flexible	2 years	TBC	BUS0105P	Workplace
Advanced Apprenticeship in Retail Skills Level 3	Flexible	1 year	TBC	BUS0106P	Workplace
Certificate in Computerised Accounting for Business Level 3	Flexible	1 year	Wed 18:00-21:00	BUS0054P	Ashington
Certificate in Computerised Accounting for Business Level 3	Flexible	1 year	Wed 13:00-16:00	BUS0054E	Ashington
Certificate in Assessing Vocational Achievement	Flexible	Flexible	TBC	TBC	Ashington
Award in Conducting Internal Quality Assurance of the Assessment Process	Flexible	Flexible	TBC	TBC	Ashington

## Secretarial

Award in Text Processing Level 1	Flexible	Flexible	Various	SEC0053P	Ashington
Award in Text Processing Level 1	Flexible	Flexible	Various	SEC0053P	Berwick
Award in Text Processing Level 1	Flexible	Flexible	Various	SEC0059E	Ashington
Award in Text Processing Level 2	Flexible	Flexible	Various	SEC0054P	Ashington
Award in Text Processing Level 2	Flexible	Flexible	Various	SEC0060E	Ashington
Award in Text Processing Level 3	Flexible	Flexible	Various	TBC	Ashington
Award in Text Processing Level 3	Flexible	Flexible	Various	SEC0055P	Ashington
Certificate in Text Processing Level 1	Flexible	Flexible	Various	TBC	Ashington
Certificate in Text Processing Level 2	Flexible	Flexible	Various	TBC	Ashington
Certificate in Text Processing Level 3	Flexible	Flexible	Various	TBC	Ashington
Certificate in Text Processing Level 3	Flexible	Flexible	Various	SEC0064E	Ashington
Diploma in Text Processing Level 2	Flexible	Flexible	Various	TBC	Ashington
Diploma in Text Processing Level 3	Flexible	Flexible	Various	SEC0072P	Ashington

**The business and administration courses are ideal for people who want to develop a broad range of secretarial and office skills to widen their skills and knowledge.**