

# Business Administration

Exam Board: OCR

OCR Cambridge Nationals Business Administration Level 2 Diploma

## Business Administration Course Overview

Our Technical qualifications in Business Administration introduces students to key aspects of the role of a business administrator. Students develop relevant business and transferable skills through hands-on experience, preparing them for further study or the world of work.

### How is the course assessed?

The course comprises of 4 Components:

Mandatory Units:

R081: Preproduction skills - Written Exam 25%

R082: Creating digital graphics - Coursework 25% Optional Units:

2 more Coursework units (Both 25% each).

### What you will be doing?

Students will initially start work on Unit R082 Coursework. Here after, they will start work on Unit R081 Exam theory. This will prepare students to undertake their exam whilst they are in year 10. To complete the qualification, students will complete the remaining two optional Units by the end of year 12. A combination of all the units will award students with a Level 2 qualification.

### Is this Course for you?

This qualification is for learners who want to start a career in Business Administration. It is designed for post-16 learners and can be taken as part of a wider study program. It is an ideal qualification for learners intending to progress directly to employment in Business sector of the creative industries, or to a creative digital media Apprenticeship.

### What Could this lead to?

Studying this course has a progression into A-level Media. Following on from this, jobs such as Graphic designer, Games designer, Web designer and App designer are just a few exiting opportunities this path leads to.

### Who can I contact for further advice or support?

Mrs. Harb, Head of Business Administration: [FHarb@sjbc.wandsworth.sch.uk](mailto:FHarb@sjbc.wandsworth.sch.uk)

