



Business and Administration Programme

ENGELSKA

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Skolverket

The Business and Administration Programme is a vocational programme that leads to a vocational diploma.

The programme is intended for students who wish to work in commerce, administration and communication.

You can start working immediately after you finish your programme, or continue your studies in vocational higher education. You can also choose to study additional courses to be eligible for further studies in higher education.

TWO DIFFERENT ORIENTATIONS

Administrative services

- You learn about administration, leadership and organisation in companies and public administration. You also learn about entrepreneurship and service. The orientation enables you to work as e.g. a financial assistant, IT administrator, market assistant, staff assistant, accounting assistant, or work in customer service and reception.

Commerce and service

- You learn about retail and wholesale areas. You also learn about e-commerce, leadership and running a business, and about entrepreneurship, service and communication. The orientation enables you to work in e.g. in-store communications, shop sales, company sales, purchasing, marketing, and in logistics and customer service.

This is what you learn from the programme

You learn about sales, purchasing, flow of goods, logistics, marketing, products, industries and business development. You learn about administrative and organisational work in companies and public administration, financial--follow-up, communication, customer service, conference and reception.

Great emphasis is attached in the programme to working environment issues in order to avoid occupational injuries and build good health.

How the programme is organised

In the vocational programmes, the foundation subjects are: English, history, physical education and health, mathematics, natural sciences, religion, social studies, and Swedish or Swedish as a second language. In the vocational programmes, you study more vocational subjects – subjects specific to the programme – and fewer of the subjects you studied in compulsory school.

The programme specific subjects are: entrepreneurship, sales and customer service, commerce, information and communication.

You get the opportunity to specialise and further broaden your knowledge in the programme. This is referred to as "programme specialisation". Check with the school to find out what specialisation courses it offers.

You also have an individual option where you can choose what you want to study. Ask the school what courses it provides.

Working approaches

In the programme, you develop your ability to deal with people and develop relationships with business contacts and co-workers. You develop skills in searching for, analysing and assessing information, taking responsibility and acting with judgement.

You often work in project form, and develop your ability to be active and business-like. You prepare yourself for further learning in working life.

Diploma project

Towards the end of the Business Management and Economics Programme, you complete a diploma project in your chosen vocational area, where you can demonstrate that you have the knowledge needed to start working in the area

Workplace-based learning

Parts of the education take place at one or several workplaces for a period of at least 15 weeks and are referred to as workplace-based learning (APL). This is an important component of the education. APL gives you the experience and contacts that can be useful when you're applying for a job.

Apprenticeship education

If the school provides upper secondary apprenticeship education in the programme, you can choose this. You get the same knowledge but do at least half of your education at one or several workplaces.

Some points to think about

If you want to be eligible for higher education, it is important that you plan your studies in advance. In the individual option, and if the school provides this, you can choose from the programme specialisations, the courses you need to get basic eligibility for higher education. These are two courses in Swedish or Swedish as a second language, and a course in English. Talk to your study and vocational guidance counsellor if you want to continue your studies.

You always have the right to choose another course in physical education and health, and an aesthetic course in the individual option.