

ALLWAYS DO YOUR BEST.
WHAT YOU PLANT NOW, YOU
WILL HARVEST LATER.

OG Mandino



LEARN

We use Active Learning Methodologies.

We've been training professionals in the Business administration sector for more than 40 years. We use meaningful learning methodologies, so that students achieve the professional, personal, and social competencies that companies demand.

EXPERIENCE

School and company committed to your training.

The programmes include internships in companies in the sector, so you will be able to train and have experience the working environment first-hand. We have 4 business simulation labs that facilitate the practical learning of what is explained in class.

MOVE FORWARD

Innovation, the path to success.

We are in constant contact with companies in the area. We work on their proposals and challenges in the classroom and reinvent ourselves every day to give students the professional skills that the market demands.

INS PROVENÇANA

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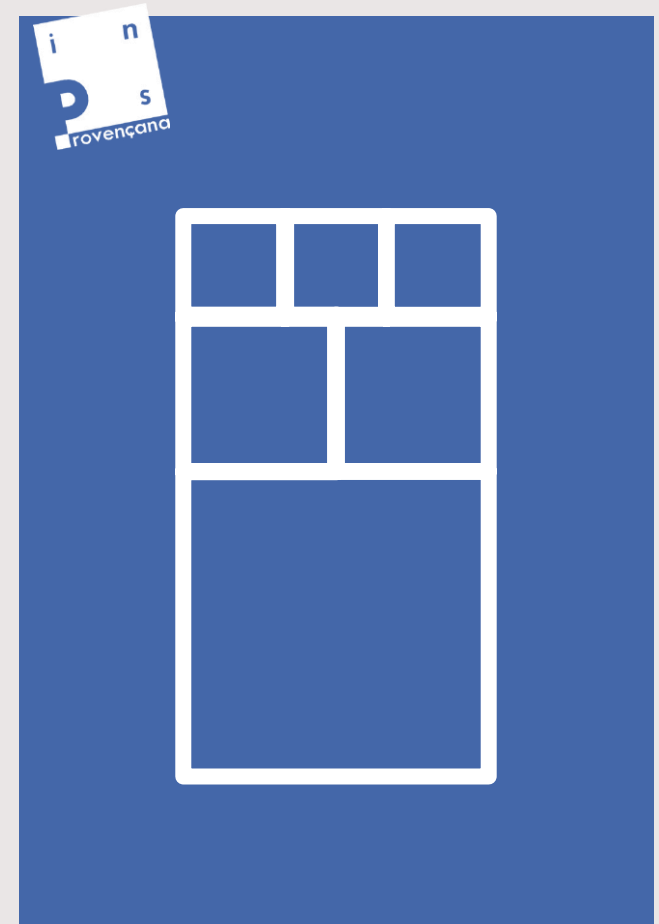
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GOBIERNO DE ESPAÑA
MINISTERIO DE EDUCACIÓN Y FORMACIÓN PROFESIONAL



Generalitat de Catalunya
Departament d'Ensenyament
Unió Europea
Fons social europeu
L'FSE inverteix en el teu futur



VOCATIONAL
PROGRAMMES IN
BUSINESS
ADMINISTRATION



STUDY WITH US!

Small groups and individual attention

You will have an academic tutor who will help you with your studies and an internship tutor at the company to monitor you at the company.

Fully equipped classrooms

In order to adapt to the working world, we have classrooms equipped with computers, internet connection, network connection and updated software, as well as a lab equipped with all the infrastructure simulating a real company.

Business Simulation

All the programmes in this vocational field include the Business Simulation subject. We have 4 companies, RepaperSAS, TerinstalSAS, CalfredSAS, and Provençana Solucions Jurídiques (Provençana Legal Solutions), which allow you to carry out tasks specific to a real company, carrying out the business life cycle, buying and selling products to other schools.

Methodology

We believe in working in a collaborative, participatory and experiential way, The training activities are organized by enhancing learning by projects and through professional challenges. You will take part in school trips and complementary activities to improve and extend your professional training. In addition, we organize technical conferences where companies in the sector tell us about their experiences and market trends.

Labour market

You will take internships in renowned companies in the sector, which will allow you to get to know the business reality, expand your network of contacts and increase your chances of finding a job. You will have the opportunity to do an internship abroad.

Job board

We have our own job board at school in operation, with a high percentage of employment of our graduates.

VET in Administration



2 morning courses



2000 hours



September-June
Monday-Friday



350 internship hours
at companies

Would you like to carry out administrative support tasks in the working, accounting, commercial, financial and tax fields in public or private companies? This programme is for you!

The subjects you will study are: Business communication and customer service, Administrative sales and purchase transactions, Ancillary treasury management operations, English, Administrative support operations, Company and Administration, Accounting techniques, Office automation systems, Administrative operations in Human Resources, Treatment of accounting records and Professional training and guidance.

This programme will enable you to work in business administration and perform the administrative assistant functions. To work in customer service, as a receptionist or administrative assistant, among other.

VET in Administrative Management in Legal Field



2 afternoon courses



2000 hours



September-June
Monday-Friday



350 internship hours
at companies

Do you like law? Do you want to work as an administrative clerk with law professionals? Is your place at the courts? This programme is for you.

The subjects you'll study are: the same as in Administrative Management, plus Organization and structure of the legal and judicial field, and Proceedings and judicial assistance. The internships take place at the "City of Justice" (Barcelona and L'Hospitalet Law Courts) and professional law firms.

You will be able to work at the City of Justice as a judicial processor or as a bailiff, and to directly access the City of Justice Job Board. This VET programme is accepted as merits for.

Higher VET in Business Administration



2 courses



2000 hours



September-June
Monday-Friday



350 internship hours
at companies

Would you like to organize and perform Management and Administration operations in a public or private company? Would you like to work applying the regulations on commercial, accounting, tax and financial processes. Your future in the world of administration begins here.

Some of the subjects you'll study are: Management of legal and business documentation, Human resources, Office automation and information processing, Comprehensive process of commercial activity, Communication and customer service, English, Financial management, Accounting and taxation, Business simulation, Logistics and commercial management, Professional training and guidance., and Project.

You Will be able to work at human resources manager, in finance, bank and insurance companies, among others.

A BRIDGE TO UNIVERSITY

VET higher programmes provide access to university education with validations, saving time as this reduces degree duration and enabling to study the university degree knowing the profession well.

The VET programmes specializing in Administration and Finance are compatible with all university degrees, among which the following stand out:

- Degree in Business Administration and Management
- Degree in Advertising and Public Relations
- Degree in International Relations
- Degree in Labour Relations
- Degree in Economics
- Degree in Law