

CERTIFICATE LEVEL 2

# Principles of Business Administration

**START DATE**

Flexible

**DURATION**

15 weeks

**LEVEL**

Level 2

**STUDY MODE**

Part-time

**AWARDING BODY**

TQUK

Have you got what it takes to provide the crucial everyday support that organisations need to run their business, meet their targets and be successful? Well, this qualification provides you with a thorough understanding of all the aspects of a business administration role, which could enable you to progress within a business environment. It also introduces you to the concept of employer rights, health and safety and the procedures that may occur in a business environment.

*Completion within 15 weeks, although early completion is achievable*

## Why study this course?

Benefits of Study:

- No need to attend college, work from home at a pace that suits you
- Achieve a nationally recognised Level 2 qualification
- Further your personal and professional development
- Available at no cost
- Receive support and guidance from a dedicated team of qualified assessors/tutors
- Study will enhance your personal and professional skills

## What will I study?

The student will learn through the support of relevant materials for the course, with a knowledgeable tutor providing advice and guidance on the course content.

Units:

- Principles of providing administrative services
- Principles of business document production and information management
- Understand communication in a business environment
- Understand employer organisations
- Understand how to develop working relationships with colleagues
- Understand how to carry out business administration tasks
- Understand how to prepare text

## What can I do after this course?

You may wish to complete further distance learning courses in: Principles of Customer Service or Principles of Team Leading.

Apprenticeship routes from this course include:

- Business Administrator
- It may also be a starting point into a Customer Service based apprenticeship

## Entry requirements

No specific entry requirements, however good written English is desirable.

## Assessment

The course is delivered via distance learning, supported by a range of interactive online resources. Work is assessed by the tutor throughout the programme from induction to completion.

Visit this course on our website: <https://www.selby.ac.uk/courses/principles-of-business-administration-certificate-level-2>

For further information please contact the college: <https://www.selby.ac.uk/contact>

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