



CERTIFICATE IN BUSINESS ADMINISTRATION

The Level 2 Certificate in Principles of Business Administration qualification is ideal for anyone interested in the responsibilities involved in a Business Administration role. With the nationwide shortage of skilled Business Administration staff, this course can help you start a new career or progress within a current role.

This course allows Learners to develop a competitive and impressive knowledge of this job sector and provide a thorough understanding of all the aspects of a Business Administration role.

Undertaking this programme, you will be taught the following units:

- **Unit 1:** Principles of providing administrative services
- **Unit 2:** Principles of business document and production and information management
- **Unit 3:** Understand employer communication in a business environment
- **Unit 4:** Understand employer organisations
- **Unit 5:** Understand how to develop working relationships with colleagues
- **Unit 6:** Understand how to carry out business administration tasks
- **Unit 7:** Understand how to prepare text

6 or 8 Weeks
28 or 21 hours
per week

This course is available:
Online
Paper-based
Paper-based learning with
Online Assessments



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Benefits:

- Gain a nationally recognised qualification
- Create a long-standing career pathway in a variety of business environments
- Courses are delivered through distance learning, allowing Learners to choose when and where to study
- Personal tutors are assigned to ensure Learners have the support needed to succeed