



Principles of Business Administration

Level 2 Certificate
Distance Learning



Details:
This qualification allows you to develop your knowledge surrounding the different aspects of business administration

- Units covered:**
- ⇒ 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

Assessment:
Learners will complete a series of assessment questions throughout the course with feedback from the tutor/assessor. There will be regular submission dates for work. This is done via a professional learning platform, and you complete it at a time that suits you, with the support of an online tutor.

How to enrol:
Email us: ref@voncaprecruitment.co.uk
Phone us: 01803 422082
Visit our website: www.voncap.co.uk/distance-learning-courses

Awarding Body:
NCFE
or
TQUK

Course length:
17 Weeks/
175 hours

Mode of study:
Distance Learning
Online at home/
office

