

Level 2 Certificate in **Principles of Business Administration**

Course overview

UK employers have recently reported a shortage in the amount of skilled business and administration staff, despite more than four and a half million people already working in this sector. This figure is expected to rise in coming years as the shortage of skills needs to be filled.

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.



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Who is suitable?


This qualification is ideal for anyone with an interest in the responsibilities and tasks involved in a business administration role. By exploring the principles of supporting events, project management and changes within a business environment, you will develop a competitive and impressive knowledge about this sector which can help you start a new career or progress within a current role.

Learning method

Studying via distance learning means you can choose when and where you study.

This course is available:

 **Online**  **Paper-based**

 **Paper-based learning with online assessments.**

The online course is available on The Skills Network's online learning platform, **EQUAL**. Online learning with a difference, **EQUAL** features:

- **Exciting and engaging content**
- **Interactivity – featuring videos and games to enhance learning**
- **Virtual tutors who offer hints, tips and guidance throughout the course.**

What you will learn

This course is split into seven manageable units:

- Unit 1:** Principles of providing administrative services
- Unit 2:** Principles of business document production and information management
- Unit 3:** Understand 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.

Benefits

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