



Business Administration

There were an estimated 4.9 million private sector businesses in the UK at the start of 2013. Despite the recent economic difficulties, the trend has been a steady increase in the business population. Today's global economy brings with it a wealth of new markets, shrinking profit margins and increasing operating expenses; the need for good business administration has never been greater.

Course Content

- Develop understanding of basic administration concepts and practices
- Review essential knowledge for daily and more complex administration tasks
- Learn business and administration national occupational standards

Mandatory units

- Principles of providing administrative services
- Principles of business document production and information management
- Communication in a business environment
- Employer organisations
- Develop working relationships with colleagues

Qualification

Fully Funded
Level 2 Certificate
Distance Learning

Guided Learning
Hours

155-215

Course length

10 weeks



To enquire about this course, call Claire at CQM Learning
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