

FREE ONLINE LEARNING

BUSINESS ADMINISTRATION LEVEL 2

Who is this course for?

This Business Administration qualification is designed to help you build upon basic administrative skills. Our qualifications have been developed to provide learners with the best opportunity to enhance their success in employment across a range of sectors.

What does the qualification cover?

Topics include:

- Principles of providing administrative service
- 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 store, retrieve, and archive information

How is the course delivered?

All of these courses are completed via our online learning platform supported with interactive resources and webinars to cover the key topics where you can interact with a tutor and your peers. You will be supported throughout by one of our tutors who will review your progress.

Course overview



START DATE

Flexible



LEVEL

2



DURATION

12-16 weeks - Independent studying



DELIVERY

Access to Babington E-Learning Platform



QUALIFICATION

Level 2 Certificate in Principles of Business Administration