



LEVEL 2 CERTIFICATE IN PRINCIPLES OF BUSINESS ADMINISTRATION

There were an estimated 5.5 million private sector businesses in the UK at the start of 2016. Despite the recent economic difficulties, the trend has been steadily increasing 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.

What are the benefits of this course?

- Achieve a nationally recognised Level 2 qualification
- Evidence your competency to employers
- Further your personal and professional development
- Learn at a time that suits you without the need to attend college
- Gain relevant skills, knowledge and understanding, leading to improved experience for those using your services

Progression opportunities

By undertaking this programme, learners will be able to further their own continuous professional development, which may improve their career prospects. Learners may then wish to progress on to further qualifications.

What will I learn?

- 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

Entry Requirements

To enrol for Telford College Distance Learning you must be aged 19+ as of the 31/08/18, be a resident of England and have lived in the EU for the last three years. You cannot be currently studying on any other course with us or another provider.