



Certificate in Principles of Business Administration—Level 2

Who is the course for?

This nationally recognized qualification provides the underpinning knowledge required by employers for staff working in a business administration role

What are the benefits of doing this course?

The course covers the different types of administrative services and how to provide them. It will explore meetings, travel, diary management, mail, reception services and filing systems as well as organisational structures and different sectors of business.

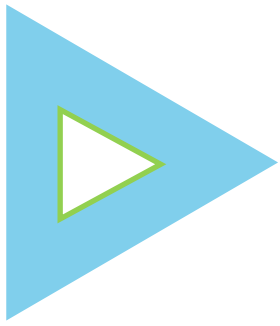
It will also look at event organisation, financial systems, storing and retrieving information, and the laws protecting information.

Course content

The Level 2 Certificate in Principles of Business Administration comprises 15 sections across three module workbooks as follows:

- ▶ 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 deal with mail
- ▶ Understand reception services
- ▶ Understand the management of diary systems
- ▶ Understand event organisation
- ▶ Understand finance for administrators
- ▶ Understand information storage and retrieval
- ▶ Understand archiving requirements
- ▶ Research and scenario development activities





Progression opportunities

By undertaking this programme, candidates will be able to expand their knowledge and further their own continuous professional development, which may improve their career prospects.

Course delivery and assessment

The programme enables learners to complete the course in their own time, and all study material and resources are provided. Learners have access to a tutor and the programme is marked based on modular assessment. There is also the opportunity to work through a series of reflective activities designed to reinforce the learning.

Entry requirements

Learners should be aged 18 and over but otherwise there are no specific entry requirements for this programme.

For further information contact

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