


FREE

 **Awarding Body**
NCFE / CACHE / TQUK

 **Course Duration**
6 / 12 Weeks

Business Administration Level 2

Course Overview

The Level 2 Business Administration course is a comprehensive program that will introduce you to the basic concepts and practices of business administration. This course is suitable for individuals who are just starting out in their administrative careers, as well as those who are looking to develop their skills and knowledge further.

Throughout the course, you will cover a range of topics that are essential to effective administration, including communication, time management, and record keeping. You will learn how to use common office equipment, such as printers, scanners, and photocopiers, as well as how to create and manage electronic documents.

In addition to these basic skills, you will also develop an understanding of more complex administration tasks, such as project management, event planning, and financial management. You will review key principles related to data protection and confidentiality, as well as learn about the legal and regulatory framework that applies to business administration.

One of the key features of this course is its focus on the national occupational standards for business and administration. These standards outline the knowledge and skills required to perform administrative tasks effectively and efficiently, and they are recognized throughout the industry. By the end of the course, you will be equipped with the knowledge needed to meet these standards and excel in your administrative career.

What is the cost?

As a result of government funding, this qualification is currently offered at no cost. However, please note that the number of funded places can be limited. To ensure you secure your spot, we recommend booking early.

How do learners benefit?

By taking this course, learners can develop essential skills that are highly valued in the business world, such as communication, time management, and record-keeping.

This course also helps learners meet national occupational standards for business and administration, enhancing their employability.

Additionally, completing this course demonstrates a learner's commitment to professional development, which can lead to career advancement opportunities.

Overall, the Level 2 Business Administration course is an excellent choice for individuals looking to develop a solid foundation in administration concepts and practices and advance their career prospects in this field.

 01226 958 888

 www.wefindanylearner.co.uk

 Info@wefindanylearner.co.uk

**WE FIND ANY
LEARNER.co.uk**

