

Principles of Business Administration L2

Module Goals

This qualification is aimed at individuals who want to learn up-to-date working practices applicable to many office and administration roles in addition to improving their practical skills and performance in the workplace. They will develop their knowledge of a range of business and administration practices, including event management and budgeting, develop effective communication techniques to aid interactions with colleagues and customers. By learning up-to-date working practices applicable to many office and administration roles they can improve their practical skills and performance in the workplace.

Module Chapters

1. Principles of Working in Business Administration
2. Principles of Professional Behaviour
3. Principles of Providing Administrative Services
4. Principles of Creating Documents
5. Employee Rights & Responsibilities
6. Working with Others in a Business Environment

Additional Course Information

Estimated learning time: 122 hours

Course style: Online module with written assignments

Exam: No exam, portfolio based

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Progression Options

Certificate IT User Skills (ECDL Extra)

Word Processing Level 2

Spreadsheets Level 2

Presentations Level 2

Improving Productivity Level 2

Functional Skills Maths & English Level 2

Using Email Level 2

Online Collaborative Technologies Level 1

Emergency First Aid at Work

Health & Safety in the Workplace Level 2



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