



## Principles of Business Administration Certificate Level 2

Course Name	Start Date	End Date	Site	Total Fees
Principles of Business Administration Certificate Level 2			None	

### Course Overview

This qualification provides learners with the knowledge that is required to work in a range of environments in a business administration role. Learners will know how to carry out administrative tasks such as managing information and supporting events and will be able to apply their knowledge in a variety of industries and job roles.

### What Qualifications Or Experience Do I Need?

There are no previous entry requirements for this qualification. As this is a Distance Learning programme, you must be able to commit some spare time to work on your assessments in between your tutorials.

### How Long Is The Course?

12 weeks

### How Will I Learn?

By reading the information booklets and answering questions.

### How Will I Be Assessed?

Your tutor will assess your work and provide you with feedback. There are no exams to this course.

### Attendance Mode

Distance Learning

### Course Type

Full Time & Part Time

### Subject Area

DL