

Certificate in Principles of Business Administration

LEVEL 2

The level 2 Certificate in Principles of Business Administration gives you the knowledge to work in a range of different environments in a business admin role.

Whether you would like to brush up on your skills or pick up some new ones, this course will give you the knowledge you need to provide high-quality support to the business you work for.

This 8 week fully online qualification will help you develop your knowledge of important administrative support tasks, including how to prepare and distribute business documents and how to manage diary systems and financing systems.

**Eligibility: Must be aged 19+
(19 by 31st August 2021)
and live in Greater Manchester**

START DATES

Initial Assessment

Monday 13th, Monday 20th and Monday 27th
September 2021.

Course begins

Week commencing 4th October 2021.

WHY CHOOSE US?

- Access to high-quality online learning content throughout the course
- Expert tuition and support
- Further personal and professional development and demonstrate competency to employers.
- Receive support and guidance from a dedicated team of qualified tutors and assessors.

**For more information call our referral team on
0161 881 4826.**

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