

**New Directions College**  
**Course Information 2023-24**

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<b>COURSE:</b>	Level 2 Course in Principles of Business Administration
<b>LEVEL:</b>	Level 2
<b>MODE OF DELIVERY:</b>	Online/virtual platform
<b>DURATION:</b>	15 weeks
<b>ACCREDITED/NON-ACCREDITED:</b>	Accredited
<b>ENTRY REQUIREMENT:</b>	A good level of spoken and written English. Ability to work independently.
<b>PROGRESSION:</b>	Into apprenticeship or further study

**COURSE DESCRIPTION:**

This level 2 Business Administration course 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 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.

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TOPICS COVERED:	METHOD OF ASSESSMENT:	KEY DATES:
<ul style="list-style-type: none"> <li>- PRINCIPLES OF PROVIDING ADMINISTRATIVE SERVICES</li> <li>- PRINCIPLES OF BUSINESS DOCUMENT PRODUCTION AND INFORMATION MANAGEMENT</li> <li>- UNDERSTAND COMMUNICATION IN A BUSINESS ENVIRONMENT</li> <li>- UNDERSTAND EMPLOYER ORGANISATIONS</li> <li>- UNDERSTAND HOW TO DEVELOP WORKING RELATIONSHIPS WITH COLLEAGUES</li> </ul>	ONLINE WORKBOOK	
SKILLS TO BE GAINED:	KNOWLEDGE TO BE GAINED:	PERSONAL DEVELOPMENT OPPORTUNITIES:
Relevant skills, knowledge and understanding, leading to improved experience for those using your services		
REQUIRED LEARNING MATERIALS:	SUGGESTED READING:	ADDITIONAL INFORMATION: