

Diploma in Business Administration (Level 2)

This one year course provides you with a varied programme of office administration skills and techniques. In particular, you will gain a good understanding of word processing and business presentations, and receive an introduction to how business works. You will develop relevant up-to-date skills and knowledge and will achieve a nationally recognised qualification which will improve your employment prospects. Areas you can study include: word processing techniques, learning about office procedures, English for office skills, business studies and text production skills.

Course Duration			How will I be assessed			Where do I go from here					Exam Board
3 Months	1 Year	2 Years	Assessment Practical	Assessment Written Exam	Coursework	Level 1	Level 2	Level 3	University	Employment	
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