

BUSINESS ADMINISTRATION

Level 3

COURSE OBJECTIVE

This qualification is aimed at those who work in business administration roles such as Personal Assistant, Office Executive or Office Supervisor.

COURSE DELIVERY

An assessor will visit the candidate at their workplace, once a month for a minimum of one hour. In addition to this, they will be set approximately four hours of work to complete before the next meeting. Three one day workshops cover the three knowledge units. The three workshop units are: principles of business communication and information, principles of administration, principles of business. These will all take place, depending on availability, at ACT's head office and will be arranged with your assessor.

KEY TOPICS

Communicate in a Business Environment
Manage Personal and Professional Development
Principles of Business Communication and Information
Principles of Administration
Principles of Business

COURSE DURATION

Up to 14 months

QUALIFICATION ACHIEVED

BTEC Level 3 Diploma in Business Administration (QCF)

PRICE

£1240 + VAT

CONTACT DETAILS

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