

Business and Management

Business Administration Certificate Level 2 (Online)

In Brief

Start Date / Duration

You can start this course at any time. The course will take 26 weeks to complete.

Entry Requirements

There are no specific entry requirements for this course.

You will achieve

You will achieve a Level 2 Certificate in Principles of Business Administration (TQUK).

Course Overview

This qualification aims to provide you with the underpinning knowledge that is required by employees to work in a range of different environments in a business administration role. The objectives of this qualification is to help develop essential knowledge of how to carry out administrative tasks such as how to manage information and supporting events know how to apply your knowledge in a variety of industries and job roles.

This qualification looks at all aspects of providing business administration support in a variety of settings. You will look at diary management, organising meetings, office equipment and the latest legislation linked to the job role. The qualification is completed from home and this particular course is available paper based or purely online. This flexible approach to learning allows you to gain qualifications from home with minimal disruption to you work or family commitments.

Course Content

You will study these units:

- Principles of providing administrative services
- Principles of business document production and information management
- Communication in a business environment
- Understanding employer organisations
- How to develop working relationships with colleagues
- How to carry out business administration tasks

- How to prepare text

How will I be assessed?

The assessments are made up of questions asking you to describe, explain, identify or list information. To be able to pass this qualification answers must be in your own words, using sentences and paragraphs.

What Equipment Will I Need?

You will need access to a computer and the internet.

Where will I study?

This is an online course.

What can I do next?

Upon completion you could study another of our part-time courses [<https://www.barnsley.ac.uk/courses/courses-for-adults-19/>] .

How much does the course cost?

This course costs £362. This course may be FREE to study depending on your circumstances – please see the drop-down option below for more details.

This course is funded by South Yorkshire Mayoral Combined Authority (SYMCA) and/or West Yorkshire Combined Authority (WYCA). You must be living in the South or West Yorkshire regions to qualify for funding

19+ Students

Aged 19 or over and thinking about Further Education? You may be eligible for free or reduced course fees . Please refer to our page ['paying for your course.'](#)

Extra information

Eligibility for Funding

Part-time courses are only available for learners who are 19 years old and above. You may not have to pay for this course if you are employed but earn below £23,400 a year, or if you are unemployed and receive Job Seekers Allowance, Employment and Support Allowance or Universal Credit. You will need to provide evidence of your eligibility which will be checked at enrolment.

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qualify for funding.

Contact the Information Unit

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email info@barnsley.ac.uk [mailto:info@barnsley.ac.uk]

Want to join Barnsley Sports Academy and Honeywell Sports Village?

Barnsley College has a range of sports opportunities for all students to take part in, gain professional training and compete nationally and internationally. We also have a state-of-the-art fitness village, Honeywell Sports Village [<https://www.barnsley.ac.uk/shops-services/honeywell-sports-village/>] where students can make use of our fitness suite, spinning studio and classes for competitive rates. You don't have to be studying sport to get involved in the Sports Academy [<https://www.barnsley.ac.uk/barnsley-sports-academy/>] .

Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

Last updated: 18th October 2024

Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**