

Business and Management

Principles of Business Administration Certificate (TQUK) Level 2 (Part-Time Online)

In Brief

Start Date / Duration

The course starts at various times throughout the year. 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 will provide you with the underpinning knowledge that is required by employees to work in a range of different environments in a business administration role.

You will develop your knowledge and skills so you can carry out administrative tasks such as how to manage information and support events. You will also learn how to apply your knowledge in a variety of industries and job roles.

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?

You will complete written assessments.

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 may be FREE to study, subject to eligibility criteria. If you are not entitled to any funding the course fee is £362.

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

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 the 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/our-departments/sport/sports-academy/].

Disclaimer

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

Last updated: 15th February 2023

Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started
Call us on **01226 216 123**

