

# Principles of Business Administration Certificate Level 2 (Online) (TQUK)

Adult

Employer Training

This qualification will give the underpinning knowledge that is required to successfully work in a range of different environments in a business administration role. You will develop essential knowledge of how to carry out administrative tasks such as how to manage information and supporting events and learn how to apply the knowledge in a variety of industries and job roles.



Scan the QR Code for full course description, assessment and progression options from this course



## ENTRY REQUIREMENTS

Aged 19+ at the beginning of the academic year and will need to have the right to study in the UK and been a resident for a minimum of 3 years.



## LOCATION & NEXT START DATE(S)

Online - As required



<b>LEVEL</b> Level 2	<b>DURATION</b> 12 weeks
<b>ATTENDANCE</b> Distance Learning	<b>FEES</b> Tuition Fees: £0.00

Fees apply to adults and HE students only. Only the most common fees scenario is shown. Actual fees may vary depending on your personal situation. Please contact us for further information. Courses listed on this website are indicative of the subject, nature and level of study. The College reserves the right to alter specific qualifications titles, awarding bodies and levels of qualification, which can change in year. Any cost may also vary, based on personal funding eligibility. The Cornwall College Group reserves the right to withdraw any course listed at any time.



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apply online



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## Explore Our Courses & Apprenticeships

Join us for a campus tour, meet our dedicated team, and get all your questions answered. Scan the QR code to register for our next Open Event or Taster Day.



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