



The
Growth
Company

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Level 2 Certificate in Principles of Business and Administration

About this course:

This 15-week online course has been developed to support those already in the workplace who are new to an administration role or looking to progress into this type of job.

Entry requirements:

There are no formal entry requirements for this course however, you will be required to complete an initial diagnostic in maths and English as part of the enrolment process.

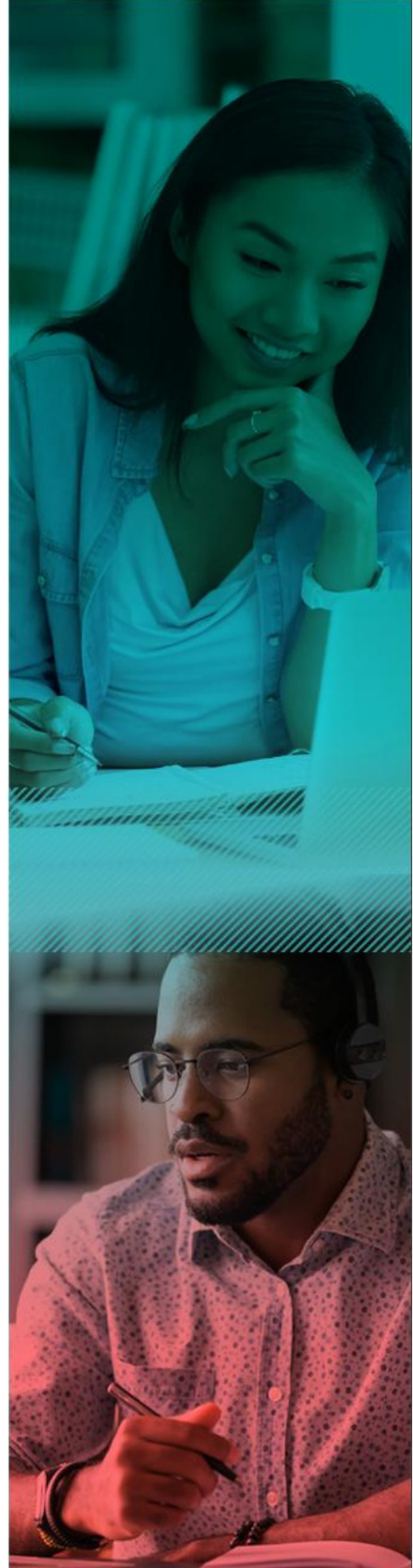
As this course is delivered online, you will need access to a device with a camera and access word documents.

Eligibility criteria

The course is FREE for Greater Manchester residents who are aged 19+ and unemployed **or** employed and earning less than £23,104.

Topics covered:

- Principles of personal responsibilities and working in a business environment
- Principles of managing information and producing documents
- Principles of supporting change in a business environment
- Principles of maintaining stationery stock
- Principles of contributing to innovation and change
- Principles of budgets in a business environment
- Principles of project management



Secure your place...

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