

# Course Information Sheet

**F15EV99C**

**Principles of Business Administration Level 2 Certificate**



[OCSW F15EV99C Business Administration Level 2 Certificate \(oncoursesouthwest.co.uk\)](http://oncoursesouthwest.co.uk)

## **Course Description:**

Master the fundamentals of business! Our qualification equips you with the knowledge and skills to excel in various administrative roles.

Launch your administrative career! Develop a strong foundation in key business principles.

Explore communication, finance, human resources, and marketing, gaining the practical skills needed to thrive in an office environment.

Key areas covered include:

- Introduction to business administration, communication skills, and business etiquette.
- Exploring business documents (letters, reports, presentations), information management systems.
- Understanding financial statements (profit & loss, balance sheet), basic bookkeeping principles.
- Marketing principles, customer service techniques, business administration software applications.

## **Who should join this course?**

This course is ideal for:

- Individuals seeking a career in business administration or office support roles
- School leavers or career changers wanting to enter the administrative field
- Existing administrative professionals looking to enhance their skills and knowledge

### **Entry Requirements**

Previous level 1 maths and English achievement or demonstrating the ability to work at these levels is recommended

### **Progression Opportunities:**

This course can serve as a stepping stone to further qualifications in business management or specialist areas.

### **How do I enrol?**

To apply for this course online at [www.oucoursesouthwest.co.uk](http://www.oucoursesouthwest.co.uk) and simply click on the 'How to Enrol' button and complete the Enrolment Form and one of our customer service team will be in touch or call to speak to one of our friendly Learning Advisors on 01752 660713. You will be invited to undertake an initial assessment to ascertain your levels of English and maths prior to entry on this course of study.

### **How will the course be delivered?**

This is an **E-Learning course** and is exclusively delivered via an online learning, self-study programme. You will be enrolled for an online learning platform and will work independently through the units and materials provided.

### **How will I know I'm making progress?**

You will receive regular feedback from an assessor following completion and submission of individual units.

### **What will I need?**

A laptop or desktop computer with internet access is required for completion of coursework and home learning. If you do not have access to either devices please speak to one of the team.

### **Please note:**

Most courses attract a subsidy from the Education and Skills Funding Agency (ESFA).

It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on request. Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered.

Terms and conditions are available at

<https://www.oucoursesouthwest.co.uk/learner-information/essential-information-for-every-learner>

Room numbers are subject to change - please check when you arrive at the venue.

