



Course Information Sheet

Subject: Business Administration (5528-03)

Level: 3

Accreditation No: 601/3608/X

Tutor: Sam Beattie

Course Outline:

These qualifications in Business Administration are for people who want to work in administrative support roles in public or private sector organisations, or people who want to improve their administrative and supervisory skills. A one day per week placement will be needed to study this course unless you are completing an apprenticeship which your place of work will be your 'work placement'.

Mandatory Units for this qualification include:

301 Communicate in a business environment

318/688 Principles of business communication and information

319/689 Principles of administration

320/690 Principles of business

345 Manage personal and professional development

Other units can include:

202 Produce business documents	305 Deliver a presentation
204 Store and retrieve information	306 Create bespoke business documents
205 Produce minutes of meetings	327 Bespoke Software
206 Handle mail	328 Spreadsheet Software
217 Provide administrative support for meetings	336 Chair and lead meetings
227 Employee rights and responsibilities	347 Using email
303 Negotiate in a business environment	349 Presentation Software
304 Develop a presentation	351 Word Processing Software

If you have completed the Level 2 qualification previous, your units can be changed so they are different and you are learning different things.