

## HABC Level 2 Diploma in Business Administration

Aimed at recognising the candidates' ability to carry out their responsibilities at work and to acknowledge a range of administrative activities such as managing diary systems and researching and reporting information as well as recognising specific IT related activities including specialist or bespoke software or simply using IT to exchange information.

### COURSE OVERVIEW

<b>AWARDING BODY</b>	HABC
<b>COURSE DURATION</b>	12 Months
<b>SECTOR(S)</b>	All
<b>OCCUPATIONS</b>	Employed
<b>QUALIFICATIONS</b>	Up to Level 2 NVQ

*Call us for more information on 01302 815 887.*



DC Training & Development Services Ltd  
4/6 Thorne Road, Doncaster  
South Yorkshire. DN1 2HS



Call us for more info  
01302 815 887  
sales@dctraining.co.uk

