

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

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

Call us for more information on 01302 815 887.



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