

## HABC Level 3 Diploma in Business Administration

This qualification builds on the Level 2 Certificate and covers the administrative duties that require a higher level of responsibility and autonomy. Focusing on the development and implementation of administrative services within the organisation including supervising an office facility, managing and evaluating, monitoring, planning, organising and supporting meetings, making presentations and the use of various software packages within the context of the job role.

### 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 3 NVQ
<b>RELATED TRAINING</b>	VRQ Level 2 Certificate in Team Leading

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



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