

Business Administration Knowledge (Certificate) (Level 2)

North East Scotland College

Venues

Off campus

Content

You will cover a range of essential topics relating to administration for business purposes and efficiency. This course is split into seven manageable units, covering topics such as: Business document production and information management; Developing working relationships with colleagues; Business administration tasks and preparing text.

Start Date

Flexible

Qualification

Other

Study Method

Distance and Flexible learning

Course Length

18 weeks

Department

Business and Management

Entry Requirements

No formal entry requirements.

SCQF Level

7

Progression Routes

«ProgressionRoutes»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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