

# Business and Administration

**Course Name**

Diploma in Business & Administration

**Course Description**

You will be assigned a dedicated Tutor who will visit you once a month to train, coach and support you throughout the duration of the course. You will agree a monthly action plan of activities to undertake and evidence to collect before your next session. At the end of the course you will; understand the principles of providing business and administration services; contribute to the organisation of an event; collate and report data and management information; understand and be able to produce business documents; effectively use IT software and hardware

**Audience**

Ideal for those who are entering a business and/or administration based role or those who would like to gain formal recognition for their existing experience

**Duration:** 1 Day(s) **Class Size:** 1

**Competence Name Awarded**

N/A

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N/A

**Course Code**

N/A

**Prerequisite Name**

N/A

**Prerequisite Short Code**

N/A

**Skills Assessment Scheme Regime**

N/A

**Course Type**

Face to Face

**Download Date: 20/5/2024**