

# Principles of Business Administration (Online)

## Certificate Level 2

STUDY MODE  
Part time

LOCATION

LEVEL  
Level 2

START DATE  
1 August 2025

DURATION  
12 weeks



In this online, Level 2 business administration course you will learn how to carry out administrative tasks such as managing information and supporting events and will be able to apply your new knowledge in a variety of industries and job roles.

The qualification aims to provide you with the underpinning knowledge that is required by employees to work in a range of different environments in a business administration role.

## What will I learn on the course?

The course will cover foundational knowledge and skills in various aspects of business administration including office procedures, communication, customer service, and basic financial administration. It is the ideal qualification for anyone looking to start a career in business administration or enhance their existing skills.

## What will this course cost me?

You will need to pay a £49 exam registration fee.

## What does a typical week look like?

This course is ideal for people who like to learn independently and do not wish to travel to college to study. The online portfolio of resources and assessment questions means that you can organise your study to be at a time/day to suit and from a location which is convenient. You will need to study for a minimum of three hours per week and to finish the course within 12 weeks. Should you need help or support, your tutor will be contactable via email/phone.

## How will I be assessed?

The course is delivered online. You will receive a login to our learning platform where you will find the interactive learning materials and the assessments. You will be given deadlines to complete and submit the work and receive detailed feedback on your work so

that you can improve your skills as you progress through the qualification.

## Where can it lead to?

A Level 2 business administration qualification is a strong element to support applications for entry-level positions in business. Having this qualification will demonstrate to potential employers that you have essential skills and knowledge that will be of benefit to them as well as showing that you are able to study independently and are committed to advancing your career.

With practical experience and continuous learning, you can progress to more senior roles within the business sector.

## What are the entry requirements for this course?

To study this course you must live in England and be over 19 years old. During enrolment you will need to provide your National Insurance number, a form of identification, employment documents and details of your previous qualifications.

Visit this course on our website: <https://www.moulton.ac.uk/courses/bm05/principles-of-business-administration-online-certificate-level-2>

For further information please contact the college: <https://www.moulton.ac.uk/contact>