

Certificate in Business Administration Skills Level 2



COURSE DURATION
96 Hours



Course Overview

The aim of this qualification is to allow learners to develop the knowledge, understanding and key skills required to work within business administration .

It aims to enable learners to develop their knowledge and understanding in the areas of business administration including the use of information technology. Learners will also develop occupationally related skills.

Target Audience

This qualification is suitable for job seekers or individuals who aim to enhance their skills and knowledge such as leadership skills, business communication skills, dealing with people and customer service.

Unit Title

- Written Business Communications
- Organising Business Meetings
- Welcoming and Receiving Visitors to the Workplace
- Oral Presentation Skills in a Business Environment
- Using Social Media to Market Products and Services
- IT Communication Fundamentals



Training Methodology

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- ✓ Class Discussions
- ✓ Individual / Group Presentation

- ✓ Practical/hands – on activities
- ✓ Quizzes and Unit Assessments

