



GRŴP COLEGAU **NPTC** GROUP OF COLLEGES
Datblygu Busnes
Business Development

Inspiring Learning,
Enriching Lives, Delivering Success

Level 2 Business Administration (Pearsons Diploma) (Part-Time)

This course is suitable for those who wish to learn and/or develop business administration skills. This course will enable you to demonstrate how you work and communicate in a business environment and do a wide range of administrative tasks, such as supporting meetings, documenting information, handling diary appointments.

Course Modules

Please contact us for course costs.

STUDY MODE

WP

LOCATION

Neath College - 01639 648000

COURSE LENGTH

1 year