

Certificate in Business Administration (Level 5)

Course overview and outline

What Will I Learn From This Business Administration Certificate:

Our highest-level certificate in business administration was designed for anyone looking to climb the career ladder to the highest possible levels in a business or office setting. We focus on the kind of practical and valuable course content that can be immediately transferred to a professional working environment. Both for existing professionals in pursuit of career advancement and newcomers looking to secure their first professional positions, an internationally-recognized **Business Administration** qualification could make all the difference.

Study in your own time and at your own pace for a recognized qualification that could transform your career prospects for life.

Upon successful completion of this course, you will be able to:

- Confidently work in a leadership position in any business environment
- Understand a variety of business types and management positions
- Perform a variety of key HR management functions and duties
- Extract maximum value from performance appraisals and interviews
- Carry out the most important business administration tasks
- Understand the objectives and functions of financial management
- Fulfil a variety of resource management responsibilities
- Produce professional reports and business communications

Developing a deep and comprehensive understanding of key Business Administration issues and concepts can improve and enhance career prospects across most contemporary sectors.

From advanced time-management to business etiquette to advanced HR and office management, this exclusive business administration certificate provides candidates with an essential practical and theoretical foundation. With the dedicated support of our team from start to finish, the career you've always dreamed of could be right at your fingertips.

Providing learners with the opportunity to study in their own time and at their own pace, our courses are ideal for those with insufficient time to commit to traditional training or career development. With no deadlines or time restrictions to worry about, you are free to study as and when you choose. Access your course materials via our exclusive digital learning platform from any location and at any time for total flexibility and convenience.

For anyone who is serious about building a rewarding career for life in business management, our exclusive business administration certificate comes highly recommended.

Career path

Upon successful completion of Business Administration Diploma, candidates may choose careers including:

- Administrative Assistant
- Administrative Director
- Administrative Manager
- Contract Administrator
- Executive Assistant
- Program Administrator
- Receptionist

Business Administration Course Outline

Our exclusive certificate in business administration is delivered across 17 intensive yet accessible modules. In order to successfully complete the course, the modules must be completed in order, along with an assessment at the end of each module.

Unit 1 - What is Business Environment?

This Business Administration unit covers the following key topics:

- The Business Environment
- Types of Business and Their Ownership
- Corporations
- Co-operatives
- Partnerships
- Sole Traders
- Plus More

Unit 2 - Effective Performance Management

This Business Administration unit covers the following key topics:

- Introduction to Performance Management
- Areas of Interest in Performance Management
- Objectives of Performance Management
- Plus More

Unit 3 - Fundamentals of Administration

This Business Administration unit covers the following key topics:

- What is meant by Management?
- Characteristics of Management
- Nature of Management
- Plus More

Unit 4 - Human Resource Management

This Business Administration unit covers the following key topics:

- Introduction to Human Resource Management
- Functions of the Human Resource Management (HRM)
- Code Of Ethics Of Human Resources
- Plus More

Unit 5 - Managing Business Finances

This Business Administration unit covers the following key topics:

- Introduction to Managing Finance
- Financial Responsibility & Accountability
- Investment Avenues
- Plus More

Unit 6 - Effective Marketing Strategies

This Business Administration unit covers the following key topics:

- The Marketing Plan
- Creating a Marketing Plan
- Defining your Target Market
- Plus More

Unit 7 - Report Writing in Business Communication

This Business Administration unit covers the following key topics:

- Business Communication
- Types of Business Communication
- Effective Business Communication Guidelines
- Plus More

Unit 8 - Managing Time, Stress and crisis in Business

This Business Administration unit covers the following key topics:

- Stress Management for Managers and Employees
- Crisis Management
- Time Management
- Plus More

Module 9 - Assess, Manage and Monitor Risk in a Business Environment

This Business Administration unit covers the following key topics:

- Introduction to Risk Management

- The History of Risk Management and its Concepts
- The Element of Risk
- Classification of Risk
- Fundamental and Particular Risks
- Plus More

Unit 10 - Effective ways to Maintain Customer Relationships

This Business Administration unit covers the following key topics:

- Introduction to Customer Relations
- Customer Relationship Management
- Get Rid of Bad Customers
- Plus More

Unit 11 - Team management Skills

This Business Administration unit covers the following key topics:

- Introduction to Team Management
- Types of Teams
- Benefits of Managing Teams
- Effective Teams
- Plus More

Unit 12 - Time Management

This Business Administration unit covers the following key topics:

- Overview of Time Management
- Controlling Procrastination
- Maintaining an Activity List
- Creating Action Plans
- Plus More

Unit 13 - Succession Planning

This Business Administration unit covers the following key topics:

- Understanding the value of Succession Planning
- Elements of a Succession Plan
- Development of a Succession Plan
- Plus More

Unit 14 - Talent Management

This Business Administration unit covers the following key topics:

- An Introduction to Talent and Performance Management
- Creating a Talent Management Plan

- Talent Development within an Organization
- Plus More

Unit 15 - Business Etiquette

This Business Administration unit covers the following key topics:

- Introduction to Business Etiquette
- Proper ways for Business Dining
- Plus More

Unit 16 - Developing Codes for Office Ethics

This Business Administration unit covers the following key topics:

- Introduction to Business Ethics
- Philosophical Approaches to Ethics
- Plus More

Unit 17 - Developing your Executive Presence

This Business Administration unit covers the following key topics:

- Managing Your First Impression
- Interpersonal Communication Skills
- Developing Leadership Skills
- Plus More