

LEVEL 2

TQUK

DIPLOMA IN BUSINESS



HIGHLIGHTS

This qualification is aimed at learners working within a business and administration role who wish to improve their knowledge and skills in a variety of work environments and sectors. It forms the knowledge and competency requirements of the Intermediate Apprenticeship Framework in Business Administration.



+44 7459 268036 (UK)
+971 50 613 0710 (UAE)
www.laatech.co.uk



**LONDON ACADEMY OF
APPLIED TECHNOLOGY**

SEEK EXCELLENCE. INSPIRE FUTURE.



66

CREDITS

LAAT have a direct relationship with millions of lifelong learners and to link education to the way people aspire to live and work every day. We believe that we all need to embrace lifelong learning, continuously acquiring new knowledge and skills to thrive in an ever-changing and increasingly connected world.

ELIGIBILITY: Secondary from any recognised Board

UNIT DETAILS

Sl. No.	Unit Name	Credits
1	Communication in a business environment	3
2	Understand employer organizations	4
3	Principles of providing administrative services	4
4	Principles of business document production and information management	3
5	Manage personal performance and development	4
6	Develop working relationships with colleagues	3
Group A		
1	Employee rights and responsibilities	2
2	Store and retrieve information	4
3	Administer finance	4
4	Administer human resource records	3
5	Health and safety in a business environment	2
6	Monitor information systems	8
7	Develop a presentation	3
8	Deliver a presentation	3
Group B		
1	Develop customer relationships	3
2	Participate in a project	3
3	Spreadsheet Software	4
Group C		
1	Understand the safe use of online and social media platforms	4
2	Principles of equality and diversity in the workplace	2
Total		66

FEES DETAILS

Sl. No	Details	Amount (USD)
1	Course Fee	2720
TOTAL FEES		\$ 2720

Notes:

- IELTS with 6.5 bands is mandatory score for progression to higher level.
- The duration of each program is subject to the student's individual performance in completing each level unit assignments on time & university intakes for progression to higher level.



+44 7459 268036 (UK)

+971 50 613 0710 (UAE)

www.laatech.co.uk



**LONDON ACADEMY OF
APPLIED TECHNOLOGY**

SEEK EXCELLENCE. INSPIRE FUTURE.