

OCR Level 2 Certificate in Business and Administration

Units for the Level 2 Certificate (21 Credits) include 9 at mandatory Group A level

Group A

Unit	Unit Title	Credits
201	Manage own performance in a business environment	2
202	Improve own performance in a business environment	2
203	Work in a Business Environment	2
206	Communicate in a Business Environment	3

Ocr Certificate Of Business Administration Level

Peter Davies,Jacek Brant



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OCR Certificate in Business Administration Diane Canwell,2004 This Teacher Support Pack supports the textbook written specifically for the OCR specifications for the new Certificate in Business Administration Level 2 qualification

Level 2 OCR Certificate in Business Administration Diane Canwell,Bernard Kane,2004 Written specifically for OCR s Certificate in Administration Level 2 the student book is a comprehensive resource covering all the core units It is a useful companion for students who have taken the Level 1 certificate or who already have a basic understanding of administration

OCR Certificate in Administration Level 2 Student Book Carol Carysforth,2003 This student text covers the four units needed for assessment preparing routine business documents working with colleagues and customers preparing for work in business organizations and following routine office procedures

Certificate in Administration Level 3 Student Book Carol Carysforth,2004 This student text covers the four units needed for assessment preparing routine business documents working with colleagues and customers preparing for work in business organizations and following routine office procedures

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Administration Procedures for Higher Secretarial Diplomas Lesley Jefferson,Sue Sealy,1999 This textbook covers the next level in administration after the Diploma in Administration and Secretarial Procedures It provides the underpinning knowledge for the higher diploma in Administrative Procedures qualification offered by RSA with up to date information in this area

Business, Economics and Enterprise Peter Davies,Jacek Brant,2006 This book is for newly qualified teachers and PGCE students of business education and economics It covers the training standards for NQTS but goes beyond this with a focus on the subject expertise they bring into teaching

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giving historical background to developments where appropriate and showing by careful
Mildred Talabi, 2011 Whether you are on your first second or tenth CV this book provides a simple step by step guide to
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