

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Working in Business Administration
Unit Reference Number:	Y/615/6509
Level:	Entry 3
Credit Value:	3
Minimum GLH:	30

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know about jobs in business administration	1.1 Give examples of jobs within business administration
	1.2 Give examples of working practices within a specific setting in business administration
	1.3 List the responsibilities for a chosen job within business administration
2. Know about the skills needed to work in business administration	2.1 List the key skills needed to work in business administration
3. Know about own suitability for working in business administration	3.1 Identify own skills suitable for working in business administration
	3.2 Identify skills they will need to develop if they are to be successful in business administration