

Principles of Business and Administration

Entry code	Qualification title	Credit value
04439	OCR Level 3 Certificate in Principles of Business and Administration	17 credits

To achieve a Level 3 Certificate in Principles of Business & Administration, you must complete a minimum of 17 credits:

1. 15 credits must be completed from mandatory units; and,
2. A minimum of 2 credits from optional units.

The following barred combination applies to this qualification:

Candidates can take either unit 5 (L/601/7641) or unit 9 (J/601/7654) but not both.

Mandatory Units		
Unit 1	Principles of personal responsibilities and how to develop and evaluate own performance at work	4 credits
Unit 2	Principles of working with and supervising others in a business environment	3 credits
Unit 3	Principles of managing information and producing documents in a business environment	4 credits
Unit 4	Principles of providing and maintaining administrative services	4 credits

Optional Units		
Unit 5	Principles of supporting change in a business environment	1 credit
Unit 6	Principles of maintaining stationery stock	1 credit
Unit 7	Principles of project management	2 credits
Unit 8	Principles of budgets in a business environment	2 credits
Unit 9	Principles of contributing to innovation and change	2 credits