



## OCN London Sample Course Details

### Course Title

Introduction to Business and Administration (Level 1)

### OCNLR Qualification Title

Title	Qualification No.	Credits	GLH
OCNLR Level 1 Award in Skills for Professions in Business, Administration and Finance	603/2663/3	9	75

In order to gain the Award, learners must achieve 9 credits at Level 1 including 3 credits from the mandatory unit 'Introduction to Study Skills' and 6 credits from the sector specific optional units.

Click [here](#) for the Qualification Guide

### Selected Units from above qualification

	Unit Title	Unit Level	Credit Value	Unit Code
1	Introduction to Study Skills (mandatory)	L1	3	<a href="#">HC7/1/LQ/013</a>
2	Principles of Business Administration	L1	3	<a href="#">AA3/1/LQ/005</a>
3	Professional Behaviour in the Workplace	L1	3	<a href="#">AA3/1/LQ/006</a>
4	Working in Business and Administration	L1	3	<a href="#">AA3/1/LQ/003</a>
5	Understanding Business Communication	L1	3	<a href="#">AF3/1/LQ/007</a>