



Gweinyddu Busnes Business Administration

Ar gael ar lefelau 2, 3 a 4, mae'r cymhwyster hwn wedi'i anelu at unrhyw un sydd am weithio mewn rolau cymorth gweinyddol mewn sefydliadau cyhoeddus neu breifat, neu'r rhai sydd eisiau gwella eu sgiliau gweinyddol a goruchwyllo.

Mae pob lefel yn cynnwys unedau seiliedig ar gymhwysedd a gwybodaeth.

Beth allwch chi ei astudio

- Cyfathrebu mewn Amgylchedd Busnes
- Datblygu a Rhoi Cyflwyniadau
- Creu Dogfennau Busnes ar Archeb
- Rheoli Perfformiadau a Datblygiadau yn y Gweithle
- Dadansoddi a Chyflwyno Data Busnes

Available at levels 2, 3 and 4, this qualification is aimed at anybody who wants to work in administrative support roles in public or private organisations or those who want to improve their administrative and supervisory skills.

All levels include both competence and knowledge based units.

What you can cover

- Communicate in a Business Environment
- Develop and Deliver Presentations
- Create Bespoke Business Documents
- Manage Performances and Developments in the Workplace
- Analyse and Present Business Data