



# BUSINESS ADMIN ACADEMY



“Our Business Administration Academy is perfect for individuals who are seeking to gain employment within a business administration or office role. It offers the opportunity for individuals to develop the ability and confidence to complete administrative tasks.

Individuals taking part in our Business Administration Academy will develop their skills and knowledge of how to complete administrative tasks in the business environment including the importance of customer service.

This qualification is suitable for anyone with an interest in the responsibilities and tasks involved in business administration roles. By exploring the principles of supporting events, project management, and changes within a business environment, you will develop a competitive and impressive knowledge about this sector which can help you start a new career or progress within a current role”

## COURSE DESCRIPTION

### COURSE UNITS/CONTENT

Principles of providing administrative services, Principles of business document production and information management, Understand communication in a business environment, Understand employer organisations, Understand how to develop working relationships with colleagues, Understand how to carry out business administration tasks, Understand how to prepare text

### COURSE QUALIFICATIONS

TQUK 6032949X Certificate in Principles of Business Administration (155hrs)

### ENTRY REQUIREMENTS

Unemployed and achieved at least a level 1 in functional skills or the equivalent in GCSE in Maths and English

### AGE REQUIREMENTS

18+ YEARS OLD

### COURSE FEES

FULLY FUNDED

### COURSE HOURS/DURATION

155 HRS




## WHAT CAN I DO NEXT?

Successful job search and interview support provision, Step Into Employment Courses, Step Into Self Employment Courses



For more information email us at : [info@ssgservices.co.uk](mailto:info@ssgservices.co.uk) or call us on : **01234 340782**

[www.ssgservices.co.uk](http://www.ssgservices.co.uk)

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