

Call:  
Email:  
Visit:

# BUSINESS ADMINISTRATION KNOWLEDGE



Aged 19+ (born  
before 01/09/1999)



Lived in the EU  
for 3 years



Available  
fully funded

There were an estimated 5.5 million private sector businesses in the UK at the start of 2016. Despite the recent economic difficulties, the trend has been steadily increasing in the business population. Today's global economy brings with it a wealth of new markets, shrinking profit margins and increasing operating expenses; the need for good business administration has never been greater.

## Benefits

Achieve a nationally recognised Level 2 qualification

Evidence your competency to employers

Further your personal and professional development

Learn at a time that suits you without the need to attend college

Gain relevant skills, knowledge and understanding, leading to improved experience for those using your services

## What you will learn

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