

COURSE OVERVIEW

Are you looking for an career in Business Administration but afraid you have no experience?

Our 9 day course will teach you the basics to enhance your knowledge. What's more, we have relevant vacancies with employers waiting to be filled, so your Level 1 certificate in Business Administration will take you a step further to securing your future.

WHAT'S INCLUDED

- **WORKING IN BUSINESS ADMINISTRATION**
- **LEVEL 1 EMPLOYABILITY AWARD**
- **PROFESSIONAL BEHAVIOUR IN A OFFICE ENVIRONMENT**
- **CREATING BUSINESS DOCUMENTS**
- **WELCOMING VISITORS**
- **DEVELOPING SELF**

AM I ELIGIBLE?

Training is fully-funded if you are:

- **Age 19 or over**
- **Unemployed OR employed earning under £17,374.50/year**

**TO BOOK YOUR PLACE ON THE
BUSINESS ADMIN COURSE:**

**CALL 0115 959 9544
OR VISIT WWW.CTSKILLS.CO.UK**