

# GET YOUR FOOT IN THE DOOR

## BUSINESS ADMINISTRATION ACADEMY



### Seetec Outsource Business Administration Academy

Seetec is offering you an online Business Administration Level 1 accredited qualification. This course will enhance and develop your skill base. Targeting key topics related to the field of business administration from essential communication skills to your individual virtual techniques. Customer service and Administration is a grow area with plenty of potential for career development. With an updated CV, you will also have renewed confidence applying for vacancies in this sector.

**No previous experience or knowledge is required for you to start!**

Gain a nationally recognised qualification in 2-3 weeks

**You will learn about, develop your skills and gain units in the below areas:**

- Principles of Business Administration
- Principles of Business Communication
- Principles of Personal Performance and Development
- Principles of Working in a Business Environment
- Health and Safety in a Business Environment
- Overview of Homeworking opportunities
- Meet and Welcome Visitors in a Business Environment
- Work with Others in a Business Environment
- Manage Time and Workload/Virtual Interview Workshop
- Deal with Customer Queries, Requests and Problems



**When does the course start?**

Start date – **Monday 18<sup>th</sup> October 2021** at 10am (Daily 3-hour sessions)

**Where is the course based?**

Online Learning (Internet access and suitable device required for live tutorials with your specialist tutor)

**What qualification will I get?**

Level 1 Certificate in Business Administration

**Eligibility**

Open to adults aged 18+ Unemployed/ Earning under 18K

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