



LEVEL 1

BUSINESS ADMIN

with



ABOUT THE COURSE

What does the course involve? The aim of the course, is to enable you to understand the role of a Business Administrator, as well as being able to complete some duties. You will learn about email systems, policies and procedures, effective team work and how to manage a diary and tasks.

Why learn with us? We deliver flexible, online and classroom-based courses to suit your needs. We are well-placed to deliver specialist support; breaking down barriers to learning and helping you gain new skills. We can also help with travel costs and getting online.

Are you eligible? Our courses are free/fully-funded for those aged 19+ who are unemployed and not in education or training.

How long does it take?

The course runs for around 4 weeks.

What can I do after completing the course? There are opportunities available to progress on to an Apprenticeship with a local employer.

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MORE**

Contact us

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