Level 2 Certificate

PRINCIPLES OF BUSINESS ADMINISTRATION

This free course provides you with the knowledge that is required to work in a range of environments in a business administration role.

COURSE UNITS INCLUDE

- **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**

FREE TABLET

On completiton to assist with job search.

Eligibility Criteria

LEARNERS NEED A LAPTOP OR COMPUTER TO ACCESS THIS COURSE

This course is delivered remotely.

Learners must be 19+ and be able to commit fully to the course.

Learners must have access to relevant identification to register to the course.

An online initial assessment is required to be completed prior to the course starting.

Learners Maths & English working level must be at least entry level 3.

Must not have completed these qualifications previously at degree standard or possess the same qualifications higher than level 1.

TO BOOK OR TO REFER FOR THIS SKILLS BOOTCAMP PLEASE CONTACT:

LMP EDUCATION | 020 3836 4478
AEB@LMPEDUCATION.ORG
WWW.LMPEDUCATION.ORG

LMP EDUCATION
TRAINING PROVIDER