

Build skills and give your career momentum

Equip yourself with the most up to date Business Administration techniques and skills to help you gain understanding of your business environment. Consider new ways of working, how to effectively plan, prioritise and communicate with others to provide excellence in all customer service delivery.

COURSES FULLY FUNDED FOR 16-19 YEAR OLDS - ask us for details

BUSINESS AND ADMINISTRATION LEVEL 3

Mandatory Units

Unit No.

301	Plan how to manage and improve own performance in a business environment
302	Review and maintain work in a business environment
308	Communicate in a business environment

Optional Units

304	Support other people to work in a business environment
316	Monitor Information systems
317	Analyse and report data
318	Order products and services
319	Organise and co-ordinate meetings
321	Organise business travel or accommodation
325	Deliver, monitor and evaluate customer service to internal customers
326	Deliver, monitor and evaluate customer service to external customers
339	Bespoke software 3
341	Data software 3
346	Spreadsheet software 3
207	Use a diary system
210	Provide reception servc
211	Produce documents in a business environment
212	Prepare text from notes
217	Research information
218	Store and retrieve information
225	Respond to change in a business environment
250	Meet and welcome visitors

Additional optional units now available

FUNDING MAY APPLY

To register interest

Email information@directpartners.co.uk

or call **0131 476 9315**

www.directpartners.co.uk

We are Direct Partners the Training agency that puts the candidate first.