



## Working in Business Administration

**Are you looking to pursue a career which leads to good employment prospects?**

**If the answer is YES, then this course could be for you**

**Starts Thursday 24 January  
Thursday & Friday for 6 weeks  
9.30am - 2.30pm**

- Obtain a Level 1 Qualification including a wide-range of vital skills
- Gain an insight into a wide range of administrative careers
- Learn how to work effectively in a diverse range of office settings

**Contact 01207 585900 to book your place**