

Business Administration Job Skills

ABOUT BUSINESS ADMINISTRATION JOB SKILLS

Acorn Training Consultants Adult Skills courses are geared towards helping you to get back into your desired area of employment.

This programme will give you an understanding of administrative tasks and how to conduct yourself in an office environment as well as giving you a chance to identify career opportunities in the sector.

ENTRY REQUIREMENTS

Learners must be aged 19+ and currently unemployed.

WHAT'S NEXT?

Business and administration skills are useful for many types of work. After taking this course you could move into employment in areas such as administrative work, receptionist, postal worker, customer service adviser, retail operative or customer service assistant.

We offer a weekly Job Club and ongoing support when you've finished your course to help you to get into employment.

THE PROGRAMME

Course Duration

The course runs for three days a week for four weeks.

You will study

- What administrative work involves
- How to carry out routine administration tasks
- The qualities and attributes needed for a business administration role
- Dealing with incoming and outgoing mail
- Applying for jobs using Universal Job Match
- Employability
- How to improve your CV, job applications, preparing for interviews and career planning