

Business Administration Course Bundle

Running a business effectively is a team effort. A successful administrator will accurately process information, facilitate communication between departments and be confident working to tight timescales.

Our **Business Administration Course Bundle** equips administrators with essential soft skills and a strong working knowledge of software within the Microsoft Office suite.



Three Core Courses

The Business Administration Course Bundle involves attending **three core courses***:

- **Microsoft Word Level 1 or Level 2**
- **Microsoft Excel Level 1 or Level 2**
- **Administration Skills**

Choose the level of training that best aligns with your existing experience and learn techniques to help you thrive in your role.

You will then be invited to attend **two optional courses**. They have been selected by our specialist trainers to complement the core courses and enable you to focus on areas most important to your role.

Two Optional Courses

- Time Management
- Successful Meetings & Minutes
- Effective Business Communication
- Microsoft Word Level 2 or Level 3
- Microsoft Excel Level 2 or Level 3

One Great Price

Our bundles are **25% less** than standalone training at only:

£1245+VAT per person

Why choose Skilltec?

Experienced trainers in virtual or on-site classrooms.

Dedicated Account Manager.

Flexible attendance options.

Free post-course support.

Contact our friendly team for more information on
01752 227330
or click here to email!