



# Level 1 certificate in Business Administration

The level 1 Certificate in Business Administration gives you the knowledge to work in a range of different environments in a business admin role.

Whether you would like to brush up on your skills or pick up some new ones, this course will give you the knowledge you need to provide high-quality support to the business you work for.

**Tuesday 14th May**  
**Each Tuesday for 5 weeks**  
**9.30am - 14.30pm**

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Northwich Work Zone,  
Navigation Road, Northwich CW8 1BE

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For more information please contact  
us on 07833 236675 or  
[workzonenorthwich@cheshirewest  
andchester.gov.uk](mailto:workzonenorthwich@cheshirewestandchester.gov.uk)



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