



## Business & Administration NVQ Level 2 & 3 City & Guilds

This course will help you develop your business and administration skills in a totally flexible way.

Includes managing customer relations, managing diary systems, organising business travel and accommodation, organising and supporting meetings and using various software packages.

### Key facts

**Course title:**  
Business & Administration  
NVQ Level 2 & 3 City &  
Guilds

**Location:**  
Off site location

**Start date:**  
September 2020

**Course length:**  
12 months

### Choose from these course options

Course Title	Location	Start	Length
Business & Administration NVQ level 2 City & Guilds	Off site location	September 2020	12 months