

# Certificate in Business Administration

## Level 2

**Harrow**  
COLLEGE

Are you ready for your new job?

Have you been unemployed for the past 6 months?

Are you looking for a change in career?

Do you want to develop new skills, but don't know who to speak to?

Would you like to learn more about the options available for retraining?

If you've answered YES to any of these questions, then give us a call on 0208 909 6011, to learn how we can help you.

Our Learning advisors are available to help you choose the right qualification for you and your circumstances.

### Who's this course for?

This course is aimed at helping you find work within Business and Administration departments within a wide range of industry sectors.

### What does it cover?

The course covers the following units:  
Supporting the business environment  
Working effectively within the business environment

### How long is it for?

This course runs over 3 weeks. It runs from Monday to Friday, from 9am to 5pm.

### How is it delivered?

You will need to attend seminars at College.

### How can you join?

Contact one of our Learning Advisors on **0208 909 6011**

Harrow on the Hill Campus  
Lowlands Road  
Harrow  
HA1 3AQ



**BUSINESS  
BASE**

THE HARROW COLLEGE FOR BUSINESS