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Business Administration

Expand your career options

Gain the valuable business administration experience and skills that can take you into any industry.

All industries require skilled administrators, and in a constantly expanding area such as IT, there are plenty of opportunities.

We offer a fun, supportive environment in which to learn the business, administration and IT skills needed to work in administration, or to go on to further study. Not only will you gain an industry recognised qualification, you'll also gain communication skills, confidence and practical experience of interview techniques and presentations which can be transferred to many other career paths.

You'll get hands-on work experience with a local businesses; some of our students are even offered employment as a result of these placements. We have strong links with local employers such as The RNLI College, Office Angels and Bournemouth University. Our [BASE](#) team are on hand to help with updating your CV and help in the job hunting process.