



Business Administration



Business Administration

Being successful as an entrepreneur requires more than generating creative ideas and working hard. You need to learn how to administer your business efficiently for gaining profitable outcomes. Our entire Business Administration course will open up new doors for making learning sessions productive for your business.

This robust Business Administration course will not only educate you about business administration but will also polish your skills to become a successful employee. This Business Administration course addresses key aspects of giving you a fighting chance to make your business successful and enhance your brand image.

The Business Administration course comprises immense information-packed modules that break down each content succinctly for your better understanding. Moreover, you can access the course materials from anywhere in the world, at any time, from any internet-enabled device, and you can resolve your queries from our experts through 24/7 mail services.

Enrol now and stand out brightly in the crowd!!!

So what are you waiting for? Enrol now, and take a step towards a brighter tomorrow.

CPD accredited Business Administration bundle is the most comprehensive bundle on Business Administration now available online, offered by Skill up to upskill you with core to advanced Business Administration ideas for your utmost level proficiency in implying the newly gained knowledge efficiently wherever needed and escalate yourself as a peerless potential in the Business Administration promising industry.

Sign up for the all-inclusive Business Administration bundle, and experience relentless development of in-demand knowledge, skills and strategies within you!

Learning Outcomes of this Business Administration Bundle:

- Gain an understanding of business ethics.
- Learn how to survive small businesses amid a pandemic.
- Know how to maintain sustainable customer relationships.
- Gain the skills to network business.
- Learn how to implement result-based budget management

- Familiarise yourself with the fundamentals of accounting and finance.
- Know about online bookkeeping and QuickBooks.
- Learn how to build successful networking relationships
- Develop business analysis aptitude.
- Boost your business productivity.
- Learn about online meeting etiquettes and much more!

Business Administration Specialities

- 44 hours of instant video lectures and downloadable resources.
- Affordable premium-quality E-learning content, you can learn at your own pace.
- You will receive 13 completion certificates upon completing the Business Administration bundle.
- Internationally recognised Accredited Qualification will boost up your resume.
- You will learn the researched and proven approach of Business Administration adopted by renowned experts.

Assessment

After completing all the modules of the Business Administration Bundle, your learning will be assessed by an automated multiple-choice based exam. You may choose to participate in a Mock Exam before attending the course completion Final Exam with no extra cost.

Certificate:

This premium Business Administration bundle comes with FREE PDF & Hardcopy Certificates, PDF Transcripts & Student ID Card, and it makes this bundle the perfect value for money.

Being loaded with up-to-date knowledge and techniques, this self-paced Business Administration bundle by Skill Up is truly ideal for all the aspiring professionals.

Let your eLearning experience meet the utmost satisfying level by enrolling in our premium Business Administration bundle now!

This Business Administration Bundle Consists of the Following Courses:

- Course 1: Admin, Secretarial & PA- Level 5
- Course 2: Business Management Training
- Course 3: Business Management Bootcamp for Entrepreneurs
- Course 4: Successful Business Networking Skills Course
- Course 5: Digital Marketing Strategies for Business Owners
- Course 6: Business Process Management
- Course 7: Email Etiquette Course for Business
- Course 8: Surviving Small Business in Pandemic & Recession
- Course 9: Communications for Small Business Owners
- Course 10: Supply Chain Management
- Course 11: Sales & Business Development Masterclass
- Course 12: Strategic Planning Process
- Course 13: Managing Budgets
- Course 14: Leadership & People Management
- Course 15: Six Sigma & Lean Process
- Course 16: Business Analysis & Scrum Using JIRA

Curriculum Breakdown of the Premium Courses:

➤ Admin, Secretarial & PA- Level 5

- Module 01: Personal Assistant
- Module 02: Admin Support
- Module 03: Administrative Management
- Module 04: Organisational Skills
- Module 05: Telephone Etiquette
- Module 06: Business Writing

- Module 07: Time Management
- Module 08: Body Language and Effective Communication
- Module 09: Meeting Management
- Module 10: Microsoft Excel

➤ **Business Management Training**

- Module 01: Introduction to Business Management
- Module 02: Operations Management
- Module 03: Introduction to Business Analysis
- Module 04: Strategic Analysis and Product Scope
- Module 05: Project Management
- Module 06: Business Development and Succession Planning
- Module 07- Business Process Management
- Module 08: Planning & Forecasting Operations
- Module 09: Performance Management
- Module 10: Management of Cash and Credit
- Module 11: Managing Risk and Recovery
- Module 12: Quality Management
- Module 13: Communication Skills
- Module 14: Business Environment
- Module 15: Organisational Skills
- Module 16: Negotiation Techniques
- Module 17: Human Resource Management
- Module 18: Motivation and Counselling
- Module 19: Customer Service
- Module 20: Time Management
- Module 21: Conflict Management

➤ **Business Management Bootcamp for Entrepreneurs**

- Module One: Introduction to Business Management
- Module Two: Designing Your Organizational Structure
- Module Three: Introduction to Operations Management
- Module Four: Understanding Financial Terms
- Module Five: Getting the Right People in Place and Product Together
- Module Six: Building a Corporate Brand
- Module Seven: Marketing Your Product
- Module Eight: Selling Your Product
- Module Nine: Planning for the Future and Goal
- Module Ten: Managing Your Money and Succession Planning
- Module Eleven: Ethics and Customer Care Team
- Module Twelve: Leadership Essentials and Training Employees for Success

➤ **Successful Business Networking Skills Course**

Personal / Business Networking Skills For Maximum Success!

- Why Is Networking Powerful?
- Networking Paradigm Shifts
- You've Got To GIVE To GET
- The Power Of "Likeability"
- Making The Connection
- Great Places To Network
- The Power Of Mentors

➤ Digital Marketing Strategies for Business Owners

Section 01 - Building a Sales Funnel

- Getting Started to Generating Traffic FREE
- Crating a Front end offer
- Creating an Upsell (or 1 time offer)
- Creating a Downsell
- Creating a 2nd and 3rd Upsell
- Creating a Backend Offer
- Sales Funnel (case study)
- How To Write Buyer Follow-Up Emails
- Setting Up Your Sales Funnel On JVZoo

Section 02 - Building a Blog

- Introduction to Blogging
- Choosing a Blogging Niche
- Content is King
- Adding Video and Images
- Social Media
- Important Pages

Section 03 - Interview Content

- Conversation Content
- Value
- Guest
- Repurpose
- Conducting Interviews
- After the Interview

Section 04 - Social Media Marketing

- Introduction to Social Media
- Social Media Best Practices
- Twitter

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- Pinterest
 - Facebook
 - Instagram
 - LinkedIn
 - Google Plus
 - YouTube
 - Live Streaming
 - Conclusion to Social Media

Section 05 - Affiliate Marketing

- Introduction to Affiliate Marketing
- Getting Started with Content Marketing
- Getting Started with Affiliate Marketing Strategies
- Getting Started with Website Marketing Strategies
- Getting Started Building an Email List

Section 06 - Clickbank

- Clickbank Gravity Score
- Clickbank Vendor Sales Pages
- Clickbank Commissions and Continuity

Section 07 - Email Marketing

- Introduction
- Challenges of Email Marketing
- Content Marketing
- Valuable Content
- Email Standards
- Email Spam Filter
- Keep Email Clean
- Lead Generation
- AIDA
- Conclusion to Email
- Email Marketing (final)

Section 08 - Building a Podcast

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- Podcasting
 - Hardware and Software
 - Hardware
 - Software
 - Preparing a Podcast
 - Podcast Outline
 - Recording
 - Publishing the Podcast
 - Marketing Tips
 - Podcasting (full)

Section 09 - Branding

- Branding
- Mission Statement
- Logo
- Promotion
- Delivering
- Success

➤ **Business Process Management**

- Module One : Defining Business Process Management
- Module Two: The Business Process Life Cycle & The Vision Phase
- Module Three: The Design Phase
- Module Four: The Modeling Phase
- Module Five: The Execution Phase
- Module Six: The Monitoring Phase
- Module Seven: The Optimizing Phase



➤ **Email Etiquette Course for Business**

Module: 01

- Introduction
- Be Professional
- When to Email
- Importance of a Subject Line
- The Types of Formalities

Module: 02

- To CC, BCC or Not to CC
- Email Spacing and Flesche Scoring
- Email Etiquette Tips I
- Email Etiquette Tips II
- Train Your Staff
- When to and Not to Transfer

➤ **Surviving Small Business in Pandemic & Recession**

- Module 01: Small Businesses Surviving a Recession
- Module 02: Revenue Ideas for Retail Business
- Module 03: Food Business in the New Normal World
- Module 04: Revenue Ideas for Service-based Business
- Module 05: Starting with Existing Customers
- Module 06: Marketing Strategies
- Module 07: Getting Started with Websites
- Module 08: Content Marketing
- Module 09: Social Media Marketing Strategies
- Module 10: Offer Ideas to Attract Customers



➤ **Communications for Small Business Owners**

- Module 1: Key Communication Components and the Building Blocks
- Module 2: Your Communications Plan
- Module 3: The Five C's of a Successful Message
- Module 4: Communication Strategies
- Module 5: Sharing Information Through Media Releases
- Module 6: Communicating Online
- Module 7: Using Stories to Communicate
- Module 8: Polishers and Time Savers
- Module 9: Enhancing Your Results
- Module 10: Maintaining Your Message in Crisis

➤ **Supply Chain Management**

- Module One: Why Supply Chain Management?
- Module Two: Key Terms (I)
- Module Three: Key Terms (II)
- Module Four: Three Levels of Supply Chain Management
- Module Five: Five Stages of Supply Chain Management
- Module Six: The Flows of Supply Chain Management
- Module Seven: Inventory Management
- Module Eight: Supply Chain Groups
- Module Nine: Tracking and Monitoring
- Module Ten: Supply Chain Event Management



➤ Sales & Business Development Masterclass

Business Development Mastery Introduction

- Business Development Mastery Introduction
- The 4 Pillars of This Course

Business Development Foundation

- What Exactly is Business Development
- How To Create Your Business Development Plan
- The Top Business Development Strategies
- 5 Stages of Market Sophistication
- Understanding Organizational Hierarchy
- Defining Your Ideal Customer
- The Sales Process Overview
- Differences Between Goals, Objectives _ Outcomes
- How To Properly Set Goals
- Cold Email Lead Generation System
- How To Find Companies To Email
- Where To Find Bulk Company Email Lists
- How To Hire Email List Providers on Upwork
- How To Find Leads on LinkedIn
- How To Find Anyone_s Email
- How Setup Your CRM For Lead Tracking
- How To Write Emails That Convert

Creating Your Lead Generation System

- Cold Email Personalization Strategies
- Email Guidelines To Follow
- Best Questions To Ask With Emails
- Good Prospect vs Bad Prospect
- Best Email Responses
- Cold Email Templates That Generate Results
- How To Create a Business Email

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- Email Automation Walkthrough
 - How To Schedule Calendar Appointments
 - Booking Software Walkthrough
 - Secret Automated Email Follow Up Tool

The Simple 4 Step Seles System

- The 4 Stages of a Sale
- The 9 Truths of Selling
- The 4 Step Sales System Questions
- The 4 Step Sales System Questions
- The 2 Types of Objections
- The Secret Weapon For Objections
- 2 Ways To Easily Overcome Objections
- Discovery Call Sales Script Walkthrough
- Sales Presentation Slides Walkthrough

The Art and Science of Cold Calling

- The Psychology of Cold Calling
- 4 Step Cold Calling System
- Understanding The Meaning of Value
- How To Create Your USP
- How To Never Get Rejected
- How To Effectively Work With Gatekeepers

Creating Your Direct Mail Strategy

- The 4 Step Direct Mail Strategy
- Where To Get Direct Mail Packages
- Biz Dev Sales Video LOUD



➤ Strategic Planning Process

Preparing for the Strategic Planning Process

- Preparing for the Strategic Planning Process
- Establish a Committee
- Gather Operational Data

Initiating the Strategic Planning Process

- Develop a Mission Statement
- Develop a Vision Statement
- Assess Internal and External Environments
- Performing SWOT Analysis

Developing the Strategic Plan

- Prioritize What the Strategic Plan Will Address
- Set Goals and Objective
- Develop Strategy for Achieving Goals
- Draft the Strategic Plan
- Assign Responsibility and Authority

Executing the Plan

- Establish a Monitoring System

➤ Managing Budgets

- Module One: The Fundamentals of Finance
- Module Two: The Basics of Budgeting & Parts of a Budget
- Module Three: The Budgeting Process
- Module Four: Budgeting Tips and Tricks & Crunching the Numbers

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- Module Five: Budget & Investment Opportunities
 - Module Six: Directing the Peerless Data Corporation

➤ **Leadership & People Management**

- Module One: The Evolution of Leadership
- Module Two: Situational Leadership
- Module Three: A Personal Inventory
- Module Four: Modeling the Way
- Module Five: Inspiring a Shared Vision
- Module Six: Challenging the Process
- Module Seven: Enabling Others to Act
- Module Eight: Encouraging the Heart
- Module Nine: Basic Influencing Skills
- Module Ten: Setting Goals

➤ **Six Sigma & Lean Process**

- Module 1: Understanding Lean
- Module 2: Liker's Toyota Way
- Module 3: The TPS House
- Module 4: The Five Principles of Lean Business
- Module 5: The First Improvement Concept (Value)
- Module 6: The Second Improvement Concept (Waste)
- Module 7: The Third Improvement Concept (Variation)
- Module 8: The Fourth Improvement Concept (Complexity)
- Module 9: The Fifth Improvement Concept (Continuous Improvement)
- Module 10: The Improvement Toolkit



➤ Business Analysis & Scrum Using JIRA

Unit 01: Introduction to the World of Business Analysis

- Module 01: Introduction- Welcome BAs
- Module 02: Business Analysis Overview
- Module 03: What is Business Analysis?
- Module 04: Who is Business Analyst?
- Module 05: Business Analysis Fundamental Concepts- BACCM

Unit 02: Job hunting strategy

- Module 01: Strategy 1 with tips on resume/cv building
- Module 02: Strategy 2 to target job avenues to get more calls & offers

Unit 03: Business Analysis Planning and Monitoring

- Module 01: Plan Business Analysis Approach
- Module 02: Plan Stakeholder Engagement and Management
- Module 03: Learn Business Analysis Governance
- Module 04: Business Analysis Information and Communication Management
- Module 05: Summary

Unit 04: Requirement Elicitation Planning and Conducting its sessions

- Module 01: Planning and Conducting Requirement Elicitation
- Module 02: Prepare for Requirement Elicitation
- Module 03: Requirement Elicitation Techniques Part-1
- Module 04: Requirement Elicitation Techniques Part-2
- Module 05: Requirement Elicitation Techniques Part-3
- Module 06: Requirement Elicitation Techniques Part-4
- Module 07: Requirement Elicitation Techniques Part-5

- Module 08: Summary
- Module 09: Assignment- Part 1

Unit 05: SMART Requirements & Solutions

- Module 01: SMART Requirements
- Module 02: Requirement Management & Its Life Cycle
- Module 03: Solution Formulation and Evaluation
- Module 04: Requirement Modelling
- Module 05: Final Assignment

Unit 06: Assignment Solution

- Module 01: Prepare BRD

Unit 07: Bonus Content

- Module 01: Free Sample IT Business Analyst CV/Resume
- Module 02: How to Prepare for CBAP
- Module 03: Use Case & Scenarios Requirement Modeling Technique
- Module 04: Wireframe- Requirement Modeling Technique
- Module 05: Useful Tips to Get BA Job & Do Well

Unit 08: Scrum Agile Fundamentals

- Module 01: Scrum Agile software development- Introduction
- Module 02: Why Scrum- Scrum Vs Waterfall
- Module 03: Scrum Overview
- Module 04: Scrum Cycle & Components
- Module 05: Scrum Master
- Module 06: Scrum Product Owner
- Module 07: Scrum Development Team
- Module 08: Scrum Artefacts
- Module 09: Scrum Burndown Chart
- Module 10: Scrum Events
- Module 11: Scrum Estimation- Planning Poker
- Module 12: Scrum Implementation- Putting Everything Together

Unit 09: Case study for Business analysts & Product owner


- Module 01: How to start with a software development project
- Module 02: High level requirements & starting with sprints
- Module 03: What goes into a sprint?
- Module 04: Learn how to approach business analysis & requirement gathering
- Module 05: Start with business analysis for a digitization project

Unit 10: Fundamentals of Product management for Business analysts & Product owners

- Module 01: Product management introduction
- Module 02: Product management course overview and how to get maximum out of it
- Module 03: What is product management?
- Module 04: Role of a Product manager
- Module 05: Skills roles and responsibilities of a product manager
- Module 06: Career path for BA/PO and PM vs PO
- Module 07: Types of Product managers
- Module 08: What is PDLC- Product development life cycle?
- Module 09: What is product vision & how to handle it in PM INTERVIEWS?
- Module 10: Create customer persona and product vision with templates

Unit 11: Business analysis, Scrum & Product management with JIRA & Confluence

- Module 01: JIRA and Confluence setup
- Module 02: JIRA project settings
- Module 03: Confluence tutorial and initial setup
- Module 04: Case study with whatsapp payment-Product vision development
- Module 05: Persona and vision development in confluence for business analysis
- Module 06: Product vision and SWOT in confluence
- Module 07: Goals and OKRs in Confluence
- Module 08: Epic vs Feature vs user stories
- Module 09: How to create epics and features in JIRA

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- Module 10: How to create user stories in JIRA
 - Module 11: Sprint planning, Start sprint and closing the sprint in JIRA