



TECHNICIAN IN ADMINISTRATION AND BUSINESS



THE TOOLS FOR SUCCESS



mengschoul.lu

*Search for formation de techniciens en
administration et commerce*



4 years



5 G + overall average
of 30/60 marks in FR and DE or
EN (basic level)
or : of 40/60 marks in FR and DE or
EN (advanced level)



FR & EN

DT ADMINISTRATION ET COMMERCE

Are you curious, motivated, and ready to take on new challenges? Do you want hands-on, dynamic training full of opportunities?

With the technician training in administration and business, discover how to:

- Manage your schedule like a boss to successfully complete your projects;
- Work as part of a team and communicate easily with colleagues from around the world;
- Speak and write in French and English like a pro, while adapting to every situation;
- Find, analyse, and use information to progress and stand out at work;
- Protect data and follow the rules of a modern company;
- Master office software by creating stylish presentations, drafting professional documents, and managing data like an expert;
- Create your own mini-business, learn how to manage it, make it grow, and turn it into a success with practical and innovative skills (in the 2nd year).

After two years, you'll be able to choose a specialisation: in administration and business, sales and management, electronic commerce, or logistics services.

Thanks to this comprehensive and flexible training, you will learn the basics of accounting, management, and communication while developing critical thinking skills. You'll become a versatile professional, ready to step into the world of business and administration.



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