

Business

Course Information

Advanced Certificate in Business Administration

OVERVIEW

Sharpen your skills & move up the ladder

Why study advanced business administration? Because you're smart, and you know learning never stops. When you enrol for an Advanced Certificate in Business Administration, you give yourself the gift of knowledge. Building on the skills gained across our Certificate in Business Administration or Certificate in Reception & Office Support, this course opens the door to applications for higher-level positions. The Advanced Certificate in Business Administration teaches you how to plan and review systems and procedures, communicate effectively in meetings, manage projects across milestones and timeframes – and work smarter on MS Word. Enrol today to level up. You can complete this advanced business administration course from the comfort of your own home.

- Gain insights into human behaviour
- Elevate your knowledge of effective workplace communication
- Accelerate your professional development

Ready to become unstoppable?
Enrol now and start your journey today.

[Enrol Now](#)[Course Content](#)

INVESTMENT

\$1,795+ GST

upfront payment, or
\$2,495 + GST with a \$25 a
week interest free payment plan

COURSE DURATION

300 hours

COURSE TIMEFRAME

12 months