

Administration

Administration Pathway – Business

Course Information

OVERVIEW

Become An Exceptional Administrator & Win At Business

Take the first step towards excellence. Enrol in business administration courses that include a Certificate in Business Administration and a Diploma in Business Administration. Study this business admin course online and learn customer service strategies and relationship management skills. Discover how to schedule and organise meetings, approach accounting with business admin software, Xero, grasp solutions to project management challenges, and brush up on MS Excel. Enrol now to forge an admin career path with skills that look great on your CV.

- Develop proficiency with Xero
- Upskill in Microsoft Word, Powerpoint & Excel
- Gain a qualification towards securing managerial and top-tier administrative roles
- Get practical experience with MS Word, Excel, Xero
- Learn to communicate confidently in a business environment

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

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

INVESTMENT

€1,499

COURSE DURATION

400 hours

COURSE TIMEFRAME

18 months