

Business

Course Information

Certificate in Business Administration

OVERVIEW

Are you ready to level up?

The Career Academy business 101 course provides a fantastic springboard for upskilling in your current role or could open the door to an exciting new career. Learn software like Microsoft Excel and Xero, and how to make professional presentations with Powerpoint. This business certificate teaches you about standard business systems and procedures, introduces you to relevant employment law, and shows you the importance of effective communication in the workplace. Enrol today, you can complete the business administration certificate online from the comfort of your home.

- Understand accounting with Xero
- Learn about time management, ethics & professionalism
- Become a qualified Business Administrator.
- Gain essential skills in using Microsoft Word, Excel & Powerpoint

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

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INVESTMENT

€499

upfront payment; or
€599 with a €25 a week
interest free payment plan

COURSE DURATION

140 hours

COURSE TIMEFRAME

6 months