

Administration

Course Information

Diploma in Business Administration

OVERVIEW

Sharpen your skills & move up the ladder

Why study business administration? Because you're smart, and you know learning never stops. When you enrol for a business administration diploma online, you give yourself the gift of knowledge. Building on the administrative skills gained across our Certificate in Business Administration or Certificate in Reception & Office Support, this course opens the door to applications to office manager positions. The Career Academy Diploma in Business Administration teaches you to plan and review systems and procedures, manage projects across milestones and timeframes – and work smarter on MS Word.

Enrol today to level up.

- Explore accounting software with accounting with Sage & Quickbooks
- Get an introduction to project management
- Power up your CV with industry-recognised certification

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

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€999 ~~(€1,599)~~

Or pay €1,599 on an
Interest Free Payment Plan

Only €25 p/w

COURSE DURATION

300 hours

COURSE TIMEFRAME

12 months