Hi, and welcome to the Business Administration Teaching Section.

Thank you for taking an interest in this area.

In Business Administration we teach a range of courses related to business and office skills, including computing skills using the industry standard applications of Microsoft Office.

Our courses provide students with the qualifications to seek employment or gain promotion in a business administration environment in a wide range of organisations.

We also offer specialist qualifications in Medical Terminology and Medical Administration.

Typically programs in Business Administration consist of self paced learning materials with assignments. Tests are only used for a few modules.

Your study may include a blend of online learning, CDs, print resources and practicals with a mix of written assignments and practical tasks.

We look forward to welcoming you as a student.