



DIPLOMA in ADMINISTRATION AND FINANCE

10 MONTHS Training program
HOTEL OLYMPIA - ALBORAYA - VALENCIA

Training in Administration and Finance provides training in organization, administration and personnel management, economic-financial operations and information, advice to customers or users, both in the public and private spheres, according to the size and activity of the company, and in accordance with the objectives set, the internal rules established and the regulations in force.

- Students will know the necessary documentation in companies of all sectors
- Students will develop human resource management techniques
- Students will learn accounting and the European tax system



TRAINING PROGRAM

PERIOD 1: SPANISH LANGUAGE STUDIES

- Administrative expressions, grammar and vocabulary, and spanish culture

PERIOD 2: ADMINISTRATION AND FINANCE (english lessons)

- Economical and financial management
- Human Resources management
- Logistics and commercial management
- European accounting and taxation

PERIOD 3 : INTERNSHIPS IN NATIONAL AND INTERNATIONAL ENTERPRISES

- During the internship, free meals.

1.090 H

FACE TO FACE
STUDIES

**EDUCATION
FEES - TAXES
INCLUDED**

**ADMINISTRATIVE
FEES**

6.000,00 €

500,00 €

Obtaining the first year Diploma in Administration and Finance awarded by the Ecotur School Hotel and Ministry of Labour
The student can re-enroll for a second year in Spain (please consult)