

MS IN ADMINISTRATION AND FINANCE

12 Months-Program

TUITION FEES: 6000€

Reservation of placement: 500€

Booking Accommodation: 400€

- INTAKE -
Jan, Mar, Jun & Sep

OUR MISSION AND VALUES

Openness to the World

Our programs have been specifically designed to welcome international students and allow students to carry out their internships in the Spanish language or part of their training in another country, in the heart of the international system.

Teaching Excellence

Ascencia's member schools are all recognized in their fields of expertise and ensure that graduates find their way into global job markets. The faculty is made up of an academic faculty and the best professionals.

Access to Employment

As each training course corresponds to a personal ambition, all of our students receive individualized attention. The success of each student is our priority. Our teams accompany each student in the success of their project. Professional integration, promoted by alternating training, is our highest priority.

STUDY BENEFITS

- Gain a degree taught in English
- No language barrier
- Schengen country
- Easy visa process

ACCREDITATION CATEGORY

Ascencia Valencia &
University of Valencia &/or
Ministry of Labor



DESCRIPTION OF MS

A1 + A2 (200 hours) of Spanish language in University of Valencia + Professional certificate: Administrative Document Management, Management of Professional Information Systems, Basic Techniques for Office and Document Management, Administrative Management of Human Resources, Corporate Financial Management

OBJECTIVES:

Independently oversee and coordinate the company's communication strategies. Develop professional documentation and presentations in various formats. Manage information and filing systems using both conventional and IT-based methods. Prepare and present legal and business documents to Public Organizations and Administrations. Provide administrative support for Human Resources activities. Conduct treasury administrative procedures.

OUTCOME

- Legal Assistants
- Secretary
- Administrative Technicians
- Personnel Service Employees

ADMISSION CHECKLIST OF DOCUMENTS

- Curriculum Vitae
- Copy of Passport (first and last page)
- Visa and/or Residency Card (if any)
- Statement of Purpose
- Passport Size Photo
- Work Experience
- Scanned copy of the Application Form (fully filled and signed)
- Marksheets, Transcripts, Consolidated, Provisional and Degree certificates for high school or higher
- Additional certificates (if any)
- IELTS or similar (if any)
- MOI (if any)

GET IN TOUCH



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