

UNIVERSITY LANGUAGE CENTRE (CLA)

UNIVERSITY OF CAGLIARI

in collaboration with the Educ Alliance

ENGLISH FOR ADMINISTRATION

Enhance your professional communication skills with this specialised English course offered by the University Language Centre (CLA), University of Cagliari in collaboration with EDUC. Practical, interactive and fully online, it is designed to support professionals working in international environments. The course includes 20 hours of live online training, continuous assessment and a final Open Badge.



Course fee:

€ 400,00**Professional English for Administrative Contexts**

Designed for administrative staff and professionals who wish to improve their English communication skills in workplace and institutional settings.

Participants will learn to:

- communicate effectively with users and international stakeholders;
- write professional emails and administrative documents;
- manage meetings and internal communication;
- operate confidently in multicultural environments;
- use workplace and administrative vocabulary accurately.

**Key Features**| **20 hours of live online training**| **Practice-based approach with real-life simulations**| **Focus on written and spoken workplace communication**| **Open Badge**| **Entry requirement: B2 English level (CEFR)**

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Tuesdays, 4pm–6pm

November 10, 2026 – January 19, 2027

Christmas holidays from Dec. 23, 2026, to January 6, 2027

DATE	DAY	DURATION
 10/11/2026	● Tuesday	 2 hours
 17/11/2026	● Tuesday	 2 hours
 24/11/2026	● Tuesday	 2 hours
 01/12/2026	● Tuesday	 2 hours
 09/12/2026	● Wednesday	 2 hours
 15/12/2026	● Tuesday	 2 hours
 22/12/2026	● Tuesday	 2 hours
 07/01/2026	● Thursday	 2 hours
 12/01/2026	● Tuesday	 2 hours
 19/11/2026	● Tuesday	 2 hours
TOTAL DURATION		20 HOURS



20 hours
of live online
training



Interactive
and practice-
oriented



Continuous
assessment



Final
Open Badge