

Certificate 2 in Office Administration



Course duration: 15 Weeks

Study areas include:

- Keyboarding
- Word Processing
- Spreadsheet Fundamentals
- Job Seeking Skills
- Business Calculations
- Basic Business Correspondence
- Office Theory and Practice
- Time Management
- Information Handling and Processing Occupational Health and Safety
- Bookkeeping
- Petty Cash
- Telephone and Reception

Provider Options

- Advanced Audio Transcription

Certificate 3 in Office Administration



Course duration: 25 Weeks including above course information

Study areas include:

- Keyboarding
- Word Processing
- Text Production
- Audio Transcription
- Desktop Publishing
- Spreadsheet Fundamentals
- Database Fundamentals
- Job Seeking Skills
- Business Calculations
- Business Correspondence
- Office Theory and Practice
- Time Management
- Information Handling Processing and Maintenance
- Occupational Health and Safety
- Accounting
- Petty Cash
- Teambuilding
- Customer Service
- Telephone and Reception

Provider Options

- Audio Transcription

Certificate 4 in Business Administration



Course duration: 30 Weeks including above course information

Study areas include:

- Keyboarding
- Advanced Word Processing
- Text Production
- Audio Transcription
- Desktop Publishing
- Spreadsheet Operations
- Database Operations
- Job Seeking Skills
- Business Calculations
- Advanced Business Correspondence
- Office Theory
- Office Practical
- Time Management
- Information Handling Processing and Maintenance
- Occupational Health and Safety
- Accounting
- Petty Cash
- Payroll
- Meeting Organization
- Conference Organization
- Travel Organization
- Human Resource Management
- Customer Service
- Team and Organizational Goal Achievement
- Telephone and Reception

Provider Options

- Legal Studies
- Medical Studies
- Advanced Audio Transcription
- Computerised Accounting

Diploma of Business Administration



Course duration: 40 Weeks including above course information

Study areas include:

- Keyboarding
- Advanced Word Processing
- Advanced Text Production
- Advanced Audio Transcription
- Desktop Publishing
- Spreadsheet Operations
- Database Operations
- Job Seeking Skills
- Business Calculations
- Advanced Business Correspondence
- Office Theory
- Office Practical
- Time Management
- Information Handling Processing and Maintenance
- Occupational Health and Safety
- Advanced Accounting
- Petty Cash
- Payroll
- Meeting Organization
- Conference Organization
- Travel Organization
- Human Resource Management and Training
- Customer Service
- Team and Organizational Goal Achievement
- Telephone and Reception

Provider Options

- Legal Studies
- Medical Studies
- Computerised Accounting