

Programme Name	Certificate IV in Office Administration		
Programme Description	This programme is designed to develop students' skills and competence to be able to tackle today's challenging and varying tasks in the office. As more and more companies become technologically dependent, it is crucial that Office Administrators are competent with office computer systems and software.		
Majors	Office Administration		
Minimum Requirements	Pass in year 12		
Programme Type	Certificate		
<b>College of Business, Hospitality &amp; Tourism Studies</b>			
<b>CERTIFICATE IV</b>			
<b>OFFICE ADMINISTRATION</b>			
<b>Program Structure - w.e.f. 01/Jan/2016</b>			
<b>CORE UNITS</b>	<b>Unit Code</b>	<b>UNIT TITLE</b>	<b>CP</b>
1	OAD401	Document Processing I	8
2	CIN501	Productivity Software	16
3	CIN506	Computer Principles	16
4	OAD509	Customer Care and Relations I	12
5	OAD510	On the Job Skills	12
6	OAD511	Filing Techniques	12
7	ACC401	Accounting Environment	14
8	COM501	Communication Literacy	10
9	OAD506	Office Procedures II	12
10	OAD502	Document Processing II	8
		Directed Industrial Attachment (3 months)	
<b>Total Credit Points</b>			<b>120</b>
<b>Note: Students are strongly advised to complete all Level 4 units before moving to do Level 5 units.</b>			