

<b>Program Name</b>	Certificate III in Office Assistance
<b>Program Description</b>	This is a stand –alone program designed to provide knowledge & practical skills to office assistance & receptionists. It introduces students to the duties & tasks involved in running an efficient & effective administration section of a business
<b>Majors</b>	Office Assistance
<b>Minimum Requirements</b>	Pass in Year 11, with 50% or more marks in English.
<b>Program Type</b>	Certificate

<b>Course Code</b>	<b>Course Name</b>	<b>Credit Points</b>
	<b>Core Courses:</b>	
	<b>Year 1: Semester 1</b>	
ACC301Sem	Accounting Principles	10
OAD306sem	Office Practice & Filing Methods	10
OAD305Sem	Office Support Skills	10
ECN301Sem	Basis to Microeconomics	10
COM303Sem	Introduction to Communication Literacy	5
	<b>Credit Points</b>	<b>45</b>
	<b>Year 1: Semester 2</b>	
CIN302Sem	Computer Skills	10
OAD307Sem	Office at Work	10
OAD308Sem	Customer Service & Communication	10
ACC303Sem	Accounting for Basic Financial Reporting	10
COM304Sem	Workplace Communication	5
	<b>Credit Points</b>	<b>45</b>
	<b>Total Credit Points</b>	<b>90</b>
<b>DIA Directed Industrial Attachment 2 months : Assisting with Employment</b>		