

Program Name	Trade Diploma in Office Administration
Program Description	This program 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's.
Majors	Office Administration
Minimum Requirements	Pass in Year 12, with 50% or more marks in English
Program Type	Trade Diploma

Course Code	Course Name	Credit Points
	Core Courses:	
	Year 1: Semester 1	
CIN410 Sem	Micro Computer Applications	12
COM401Sem	Business Communication	12
ACC410Sem	Accounting for Sole Traders & Partnership	12
ECN404Sem	Principles of Microeconomics	12
OAD403Sem	Introduction to Spreadsheet	12
	Total	60
	Year 1: Semester 2	
OAD405Sem	Spreadsheet Application	12
OAD410Sem	Record Keeping & Office Skills	12
OAD407Sem	Introduction to Desktop & Media Presentation	12
ACC411Sem	Accounting for Companies	12
OAD404Sem	Keyboarding & Word Processing	12
	Total	60
	Year 2: Semester 1	
CIN501Sem	Productivity Software	15
LNG501Sem	English for Academic Studies	15
OAD511Sem	Filing Technique	15
OAD502Sem	Advanced Document Processing	15
	Total	60
	Year 2: Semester 2	
OAD509Sem	Customer Care & Relations	15

CIN502Sem	Information Systems in Organizations	15
OAD602Sem	Electronic Records Management	15
OAD506Sem	Office Procedures	15
	Total	60
	Total Credit Points	240
Directed Industrial Attachment (DIA) 4 Months: Assisting with Employment		