

<b>Program Name</b>	<b>Certificate IV in Office Administration</b>
<b>Program Description</b>	<b>This program is designed to develop student's skills &amp; competence to be able to tackle today's challenging &amp; 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 &amp; software's.</b>
<b>Majors</b>	<b>Office Administration</b>
<b>Minimum Requirements</b>	<b>Pass in Year 12, with 50% or more marks in English</b>
<b>Program Type</b>	<b>Certificate</b>

<b>Course Code</b>	<b>Course Name</b>	<b>Credit Points</b>
	<b>Core Courses:</b>	
	<b>Year 1: Semester 1</b>	
ACC410Sem	Accounting for Sole Traders & Partnership	12
COM408Sem	<b>Professional Communication</b>	12
OAD403Sem	Introduction to Spreadsheet	12
ECN404Sem	Principles of Microeconomics	12
CIN410Sem	Micro Computer Applications	12
	<b>Total</b>	<b>60</b>
	<b>Year 1: Semester 2</b>	
OAD404Sem	Keyboarding & Word Processing	12
OAD405Sem	Spreadsheet Application	12
OAD410Sem	Record Keeping & Office Skills	12
ACC411Sem	Accounting for Companies	12
OAD407Sem	Introduction to Desktop & Media Presentation	12
	<b>Total</b>	<b>60</b>
	<b>Total Credit Points</b>	<b>120</b>
<b>Directed Industrial Attachment (DIA) 2 Months: Assisting with Employment after passing 50% of the courses</b>		