

Program Name	Certificate III in Office Assistance
Program Description	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
Majors	Office Assistance
Minimum Requirements	Pass in Year 11, with 50% or more marks in English
Program Type	Certificate

College of Business, Hospitality & Tourism Studies

CERTIFICATE III

Office Assistance

Program Structure - with effect from 01 January, 2018

YEAR 1					
	SEMESTER 1	CP		SEMESTER 2	CP
ACC301Sem	Accounting Principles	10	CIN302Sem	Computer Skills	10
OAD306Sem	Office Practice & Filing Methods	10	OAD307Sem	Office at Work	10
OAD305Sem	Office Support Skills	10	OAD308Sem	Customer Service & Communication	10
ECN301Sem	Basis to Microeconomics	10	ACC303Sem	Accounting for Basic Financial Reporting	10
COM303Sem	Introduction to Communication Literacy	5	COM304Sem	Workplace Communication	5
		45		Total	45
Total Credit Points 90					
Directed Industrial Attachment (2 Months) after passing 50% of the courses					

Program Name	Certificate III in Baking & Patisserie
Program Description	Students who successfully complete this qualification can apply for pastry posts in the hotel, restaurant and commercial catering sector as commis, kitchen hands and assistant cooks from the Certificate III in Bakery and Patisserie (CBP) programme.
Majors	Baking & Patisserie
Minimum Requirements	Pass in Year 11, with 50% or more marks in English
Program Type	Certificate