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| <b>Program Name</b>         | <b>Trade Diploma in Office Administration</b>                                                                                                                                                                                                                                                                         |
| <b>Program Description</b>  | <b>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.</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>Trade Diploma</b>                                                                                                                                                                                                                                                                                                  |

| <b>Course Code</b> | <b>Course</b>                                | <b>Credit Points</b> |
|--------------------|----------------------------------------------|----------------------|
|                    | <b>Core Courses:</b>                         |                      |
|                    | <b>Year 1: Semester 1</b>                    |                      |
| CIN410 Sem         | Micro Computer Applications                  | 12                   |
| <b>COM408Sem</b>   | <b>Professional Communication</b>            | 12                   |
| ACC410Sem          | Accounting for Sole Traders & Partnership    | 12                   |
| ECN404Sem          | Principles of Microeconomics                 | 12                   |
| OAD403Sem          | Introduction to Spreadsheet                  | 12                   |
|                    | <b>Total</b>                                 | <b>60</b>            |
|                    | <b>Year 1: Semester 2</b>                    |                      |
| 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                   |
|                    | <b>Total</b>                                 | <b>60</b>            |
|                    | <b>Year 2: Semester 1</b>                    |                      |
| CIN501Sem          | Productivity Software                        | 15                   |
| LNG501Sem          | English for Academic Studies                 | 15                   |
| OAD511Sem          | Filing Technique                             | 15                   |
| OAD502Sem          | Advanced Document Processing                 | 15                   |
|                    | <b>Total</b>                                 | <b>60</b>            |
|                    | <b>Year 2: Semester 2</b>                    |                      |
| OAD509Sem          | Customer Care & Relations                    | 15                   |

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|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------|
| CIN502Sem                                                                                                                    | Information Systems in Organizations | 15         |
| OAD602Sem                                                                                                                    | Electronic Records Management        | 15         |
| OAD506Sem                                                                                                                    | Office Procedures                    | 15         |
|                                                                                                                              | <b>Total</b>                         | <b>60</b>  |
|                                                                                                                              | <b>Total Credit Points</b>           | <b>240</b> |
| <b>Directed Industrial Attachment (DIA) 4 Months: Assisting with<br/> Employment <b>after passing 50% of the courses</b></b> |                                      |            |