

Program Name	Certificate IV in Office Administration
Program Description	This program is designed to develop student's skills & competence to be able to tackle today's challenging & 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 & software's.
Majors	Office Administration
Minimum Requirements	Pass in Year 12, with 50% or more marks in English There are no Pre-Requisites for Cert IV Courses
Program Type	Certificate

Course Code	Course Name	Credit Points
	Core Courses:	
	Year 1: Semester 1	
CIN410Sem	Micro Computer Applications	12
ACC410Sem	Accounting for Sole Traders & Partnership	12
COM408	Professional Communication	12
OAD403Sem	Introduction to Spreadsheet	12
ECN404Sem	Principles of Microeconomics	12
	Credit Points	60
	Year 1: Semester 2	
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
	Credit Points	60
	Total Credit Points	120
DIA Directed Industrial Attachment 2 months : Assisting with Employment		