

Launch your Career in Business



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**Course Fee \$1800 - Funding options may apply.
Contact us for more information and eligibility check.**

Course Description

This qualification applies to a range of administrative roles in varied contexts. Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team.

Entry Requirements

No entry requirements

Total Number of Units - 13

2 core units
11 elective units

2 Core Units

BSBITU307 Develop keyboarding speed and accuracy
BSBWHS201 Contribute to health and safety of self and others

11 Elective Units

BSBADM307 Organise schedules
BSBITU312 Create electronic presentations
BSBITU313 Design and produce digital text documents
BSBITU314 Design and produce spreadsheets
BSBITU306 Design and produce business documents
BSBITU309 Produce desktop published documents
BSBWRT301 Write simple documents
BSBADM311 Maintain business resources
BSBDIV301 Work effectively with diversity
BSBSUS201 Participate in environmentally sustainable work practices
BSBWOR301 Organise personal work priorities and development

Mode of Delivery

Face to face, correspondence

Industry Work Placement will be provided to learners