



OFFICE ADMINISTRATION

ENTRY REQUIREMENTS

- Minimum 16 years
- No Qualification Required
- Progression student need to provide previous qualification transcript*

CAREER PROSPECTS

- Administrator
- Personal Assistant
- HR Assistant
- Business Administrator

LEVEL 3 VOCATIONAL DIPLOMA IN OFFICE ADMINISTRATION	LEVEL 5 BACHELOR OF BUSINESS MANAGEMENT YEAR 2
Occupational Safety and Health	Social Media and Digital Marketing
AI and Skills for Computing	Business Data Analysis
Communication Skills and Public Speaking	Business Statistics
Event Operations	Data Visualisation
Introduction to Business	Analysis of Financial Statements
Databases and Big Data Technologies	Investment Analysis
Office Procurement and Finance Handling	Facilities and Logistic Management
Office Documentation and Logistic Handling	Retail and Mall Management
BACHELOR OF BUSINESS MANAGEMENT YEAR 1 (LEVEL 4 ADVANCED DIPLOMA)	LEVEL 6 BACHELOR OF BUSINESS MANAGEMENT YEAR 3
Environmental, Social and Governance	Leadership and Team Dynamics & Development
Revenue and Yield Management	Human Resource Management
Operations Management	Project Management
Database Design and Modelling	Entrepreneurship
Personal and Professional Development	Finance for Non-Finance Managers
Principles of Management	Sales and Marketing
	Global Business Economics
	Quality Management System



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