

Administration Pathway Program – Business Admin

Give your admin career a real boost

Administration Pathway Program – Business Admin

It's one of the most highly awarded Administration courses that you could take. This program is for those working in or seeking a Business Administration role. You'll complete the Certificate in Business Administration followed by an Advanced Certificate in Business Administration. You'll learn valuable knowledge and practical skills to help you advance your career in business administration. There's also some exciting FREE benefits that come with this course:

Start Date:	Get instant access within 1 business day.
Course Duration:	Approximately 400 hours.
Access Time:	You'll have 24/7 access to your course material for up to 18 months until you complete.
Delivery and Support:	100% online with unlimited tutor support via phone and email.
Assessments:	Multiple choice, short answer and practical assessments.
Investment:	\$2,450 + GST or only \$25 per week on an interest free payment plan.



All the Right Choices

- ✔ FREE 12-month membership to the Australian Institute of Office Professionals on completion
- ✔ FREE six months access to MYOB, plus receive the Official Xero Advisor Certification on completion
- ✔ FREE access to the CCH Wheelers eLibrary with over 50 useful textbooks to help you study
- ✔ Gain a qualification and prepare for managerial and top-tier administrative roles
- ✔ Gain a practical understanding of Microsoft Word and Excel, plus the most commonly used accounting software; Xero and/or MYOB.
- ✔ Grasp the principles of verbal and written communication in the business environment.
- ✔ Work in a supportive, collaborative environment with your experienced tutors and other students.
- ✔ Our online course can be completed anywhere, at a time that suits your schedule.



Course Curriculum

Certificate in Business Administration

ADMG154 Effective Business Communication

This course will provide an introduction to the processes and importance of effective business communication including but not limited to the different forms of communication, effective verbal communication skills and the 7 Cs of communication.

ADMG128 Office Organisation and Procedures

This course will take a look at the importance of organising the office and setting up procedures to support a business. It will include but not be limited to the administration process and the purpose of procedures and organisation routines in the workplace, the difference between a policy and a procedure, and the purpose of creating a business plan.

ADMG148 Time Management, Ethics and Professionalism

This course will take a look at the importance of time management, ethical considerations and professionalism in the workplace. It will include but not be limited to decision making categories, time management strategies, how ethics relate to the workplace and characteristics of professionalism.

CITG127 Introduction to Microsoft Word

This course will provide an introduction to the basic functions and features of Microsoft Word, including but not limited to formatting features to improve the look of a short document, how to insert content into a document and how to apply document-processing techniques to manage larger documents.

CITG138 Using Microsoft Excel

This course will provide an introduction to the fundamentals of Microsoft Excel, including but not limited to the key functions within the software including formulas, functions and data manipulation, how to add content to spreadsheets as well as formatting styles.

CITG126 Introduction to Microsoft PowerPoint

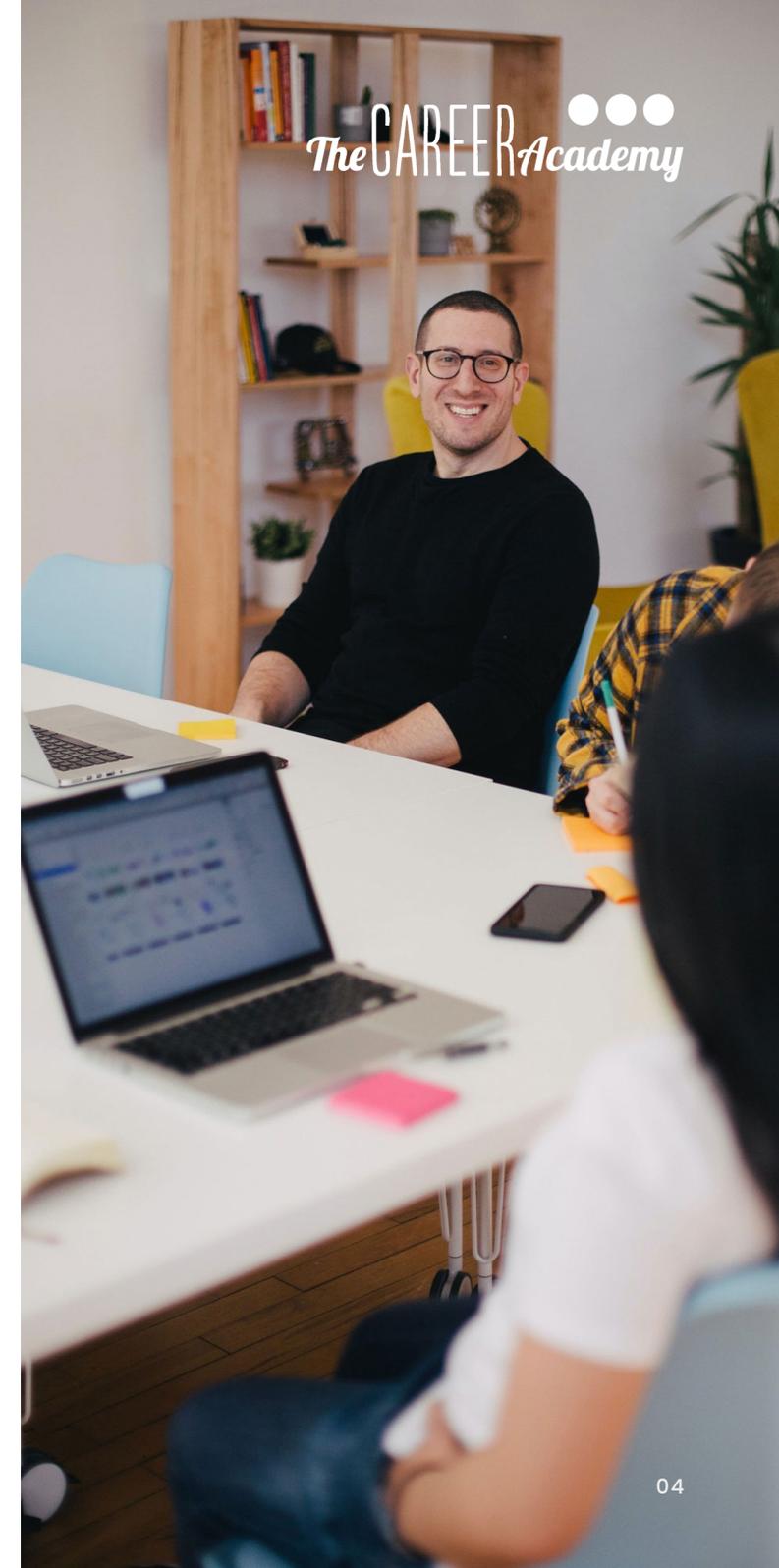
This course will provide an introduction to the basic functions and features of MS Powerpoint, including but not limited to how to arrange content such as images, tables, illustrations and media, how to apply slide designs, transitions and animations, and how to professionally present a presentation.

ADMA127 Workplace Health and Safety

This course will provide an overview of general health and safety requirements in the workplace, including but not limited to how to ergonomically set up a computer workstation, how to manage common workplace health and safety hazards, a look at 'Manual Handling' and myths about physical activity.

ABKA214 Fundamentals of Payroll

This course will take a look at the fundamentals of payroll and payroll management concepts, and will include but not be limited to employee record information that must be retained, the purpose of checking payroll data and how to reconcile payroll information, the different types of employees and how to determine the PAYG withholding tax that is to be deducted from wages.



Course Curriculum

Certificate in Business Administration

ADMG114 Managing Accounts Payable, Accounts Receivable & Cash Management

This course will provide an introduction to accounts payable and receivables and the calculation of the cash conversion cycle. It will include but not be limited to the difference between cash accounting and accrual accounting, how to create journal entries and ledger entries to record a credit sale, a look at doubtful debt as well as creditor and debtor schedules.

ABKA217 Accounting with MYOB Essentials

This course will provide an overview of the MYOB Essentials accounting software package, including but not limited to banking features, managing contacts and managing invoicing and items within MYOB.

ABKA103 Accounting with Xero

This course will provide an overview of how to use Xero, including but not limited to the benefits of using Xero and cloud computing, Bank Reconciliation & Managing Accounts in Xero, Xero Sales, Invoicing, Quotes & Inventory, plus Purchase & Bills.



Advanced Certificate in Business Administration

Business Administration

Refresh your skills in Effective Business Communication, Office Ergonomics & Data Entry, Microsoft Word, creating documents and communication skills.

Customer Relations

ADMG164 Customer Service Strategies

This course will provide an overview of customers and what drives them, and will include but not be limited to the difference between customer needs, wants and expectations, the importance of obtaining feedback from customers and having a positive focus on customer service, and what is required to deliver excellent customer service.

ADMG107 Customer Relationship Management

This course provides an introduction to the importance of building a Customer Relationship Management (CRM) system, and factors to consider when developing an effective CRM. It will include but not be limited to the purpose and function of a CRM system and its benefits, and the potential issues that businesses may encounter when upgrading the CRM system.

ADMG108 Customer Service Skills

This course will take a look at the importance of customer service, including but not limited to the role of customer service within a business, the different types of customers, customer service skills and the effects of bad customer service.

Workplace Practices

ADMG188 Organise Schedules & Meetings

This course will take a look at the importance of customer service, including but not limited to the role of customer service within a business, the different types of customers, customer service skills and the effects of bad customer service.

ADMG148 Time Management, Ethics and Professionalism

This course will provide an introduction to pay templates in Xero, and will include but not be limited to how to produce new pay templates, how to apply changes to pay templates and how to apply changes to employee earnings.

ADMA150 Understanding Key Australian Business Legislation

This course provides an overview of business legislation and its importance in dealing with customers, staff and the general public. It will include but not be limited to the importance of complying with the requirements of the relevant business legislation, the potential implications for a business that fails to comply, the duties of a company director as well as a look at the different types of company structures.



Advanced Certificate in Business Administration

Workplace Practices

ADMA127 Workplace Health and Safety

This course will provide an overview of general health and safety requirements in the workplace, including but not limited to how to ergonomically set up a computer workstation, how to manage common workplace health and safety hazards, a look at 'Manual Handling' and myths about physical activity.

Financial Data

ABKA202 Accounting and Bookkeeping Fundamentals

This course will provide an overview of the accounting equation and the basic principles underlying the double entry system of accounting. It will include but not be limited to the function and purpose of accounting and its key concepts, a look at the principal qualitative characteristics and their effect on financial statements, and the basic and expanded accounting equation and its connection to the double-entry method of accounting.

ABKA152 General Journal

This course will take a close look at the difference between the general journal and the general ledger, the chart of accounts, and fundamental rules in respect of when to debit or credit an account. It will include but not be limited to the definition and purpose of general journals, account categories, and how to prepare journal entries.

ABKA153 General Ledger and the Trial Balance

This course will provide an introduction to the General Ledger and the Trial Balance, and will include but not be limited to the process of posting source journals to the general ledger, how to calculate closing balances of general ledger accounts, as well as the purpose of a trial balance and how to prepare one.

ADMG114 Managing Accounts Payable, Accounts Receivable & Cash Management

This course will provide an introduction to accounts payable and receivables and the calculation of the cash conversion cycle. It will include but not be limited to the difference between cash accounting and accrual accounting, how to create journal entries and ledger entries to record a credit sale, a look at doubtful debt

ABKA103 Accounting with Xero

This course will provide an overview of how to use Xero, including but not limited to the benefits of using Xero and cloud computing, Bank Reconciliation & Managing Accounts in Xero, Xero Sales, Invoicing, Quotes & Inventory, plus Purchase & Bills.

ABKA217 Accounting with MYOB Essentials

This course will provide an overview of the MYOB Essentials accounting software package, including but not limited to banking features, managing contacts and managing invoicing and items within MYOB.



Advanced Certificate in Business Administration

Project Management

MGTG119 Introduction to Project Management

This course will provide an introduction to Project Management, including but not limited to the definition of a project, the key criteria which distinguish a project from everyday tasks/activities, reasons why projects fail and the reasons why they succeed as well as the importance of defining the scope of the project and developing a project plan.

MGTG109 Establishing Timelines and Milestones

This course will take a look at the importance of establishing timelines and milestones in project management, including but not limited to the critical path method and the Gantt charts as project management tools.

MGTG138 Project Implementation, Completion and Evaluation

This course will provide an overview of the role of implementation in project management, including but not limited to the objectives of project implementation, the steps that need to be followed, what needs to happen at the completion of the project and how to evaluate the success of the project.

CITG138 Using Microsoft Excel

This course will provide an introduction to the fundamentals of Microsoft Excel, including but not limited to the key functions within the software including formulas, functions and data manipulation, how to add content to spreadsheets as well as formatting styles.



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