

# Executive Business Administration

## Course Overview

You can operate at a senior administrative level!

Every business has to have a great administrative team or individual to make sure that day to day operations run smoothly and procedures don't go off track. It's a special skill that takes confidence and experience and it's a skill that can be learnt, providing a challenging career path.

**Level:** 4      **Fee:** \$166      **Weekly Hours:** 15      **Credits:** 15      **Weeks:** 10

## Learning Outcomes

On successful completion of this course students will be able to:

1. Work independently to perform administration services to support and contribute to the workplace.
2. Maintain administrative systems and processes within a business entity and suggest recommendations for improvement.
3. Comply with company policies and procedures regarding socially and culturally appropriate behaviour in the workplace.
4. Select from a range of digital technologies to create and present complex documents in response to stakeholder requirements.

## Indicative Course Content

- Use Digital Technologies, in an Executive administrator role and HR administrator role.
- Self-management
- Improve administrative systems.
- Compliance and sustainability

## Assessment

No	Assessment Type	Weighting	Outcomes Assessed
1	Assessment 1 – User Guide and Report	30%	2
2	Assessment 2- Ethics and Compliance	20%	3
3	Assessment 3 – Portfolio	50%	1,4



## Contact Us

Any questions or queries please contact one of our enrolment team members below.

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