



SILVER SOLUTIONS

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COURSE OUTLINE BUSINESS MANAGEMENT

Year 1 - Junior Business Administrator

Business Management 1

Business Literacy

Bookkeeping to Trial Balance

Year 2 - Senior Business Administrator

Business Management 2

Financial Statements

Marketing Management & Public Relations

HR Management & Labour Relations

Office & Legal Practice

Year 3 - Business Accountant

Business Management 3

Financial Reporting & Reg Frameworks

Research Theory & Practice

Financial Management & Control