



SILVER SOLUTIONS

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COURSE OUTLINE OFFICE ADMINISTRATION

Year 1 - Junior Office Administrator

Business & Office Administrator 1

Business Literacy

Bookkeeping to Trial Balance

Cost and Management Accounting

Marketing Management & Public Relations

Business Law & Administrative Practice

Year 2 - Senior Office Administrator

Business & Office Administrator 2

HR Management & Labour Relations

Economics

Year 3 - Admin Manager

Business & Office Administrator 3

Management

Financial Statements