

Administration Essentials

Course Overview

You can create great documentation!

Businesses expect great presentation when it comes to documentation. As an administrator it's often your role to help make that happen. This course will provide you with the skills needed to produce documents that meet industry and corporate specifications and expectations. Be the star of the team when it comes to great presentation style!

In this course, you will explore different software packages that are used to create a range of business documents.

Level: 3 **Fee:** \$174.35 **Weekly Hours:** 15 **Credits:** 15 **Weeks:** 10

Learning Outcomes

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

1. Select appropriate digital technologies to create business documents.
2. Create a range of documents for business purposes.
3. Identify and apply appropriate language to business documents.
4. Select and apply appropriate formulae to business documents.

Indicative Course Content

- Use of e-mail and e-calendar systems
- Creation of documents using appropriate software – business document and spreadsheets
- Presentations
- Digital Blogs

Assessment

No	Assessment Type	Weighting	Outcomes Assessed
1	Portfolio 1	20%	1,2
2	Portfolio 2	40%	1,2,3,4
3	Portfolio 3	40%	1,2,3,4



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Contact Us

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

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