

The Business Workplace

Course Overview

You can be the glue that holds it together!

Businesses need that integral role of professional administrator to ensure the smooth running of their operations. That could be you! This course will provide you with the expertise to meet the range of organisational requirements when it comes to the administrative function. You are probably already working in an administrative role and wanting to take the next step up.

Level: 4 **Fee:** \$174.35 **Weekly Hours:** 15 **Credits:** 15 **Weeks:** 10

Learning Outcomes

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

1. Provide a range of administrative services to meet organisational and operational requirements using digital technologies.
2. Comply with legislation and internal policies and procedures of the business entity.
3. Communicate and engage with business entity stakeholders in a professional, ethical and culturally appropriate manner.

Indicative Course Content

- Roles and responsibilities of an administrator
- Hierarchical structures and network links within an organisation
- Administrative services to meet organisational and operational requirements,
- Digital technologies
- Legislation, codes of practice, policies, procedures, codes of compliance, vision and mission statements and sustainable practice.
- Professional behaviour and performance, to include communication types and technologies

Assessment

No	Assessment Type	Weighting	Outcomes Assessed
1	In-tray Business Workplace 1	50%	1,3
2	Business Workplace and Legislation	20%	2,3
3	In-tray Business Workplace 2	30%	2,3



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Contact Us

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

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