You will develop skills which will enable you to manage aspects of business management and administration, undertake project work and manage customer service.

info@sero.edu.au  www.seroinstitute.com.au  +61 1800 206 010
Course structure - 8 units:

- BSBADM502 Manage meetings
- BSBADM503 Plan and manage conferences
- BSBCUS501 Manage quality customer service
- BSBADM506 Manage business document design and development
- BSBPMG522 Undertake project work
- BSBADM504 Plan and implement administrative systems
- BSBWOR501 Manage personal work priorities and professional development
- BSBLED501 Develop a workplace learning environment

Course duration:
54 weeks (40 study weeks, 14 holiday weeks)

Course fee:
$10,000 which includes a resource fee of $330
An enrolment fee of $220 is payable once only for enrolling at SERO Institute

Course delivery:
Classroom based

Entry requirements:
- Age 18+
- IELTS 5.5 or equivalent English proficiency
- Completed high school year 12, or equivalent

Intakes:
06/02/17, 13/03/17, 01/05/17,
05/06/17, 24/07/17, 28/08/17,
16/10/17, 20/11/17

WANT TO KNOW MORE?
Visit our website www.seroinstitute.com.au or call us at +61 1800 206 010 for more information about available courses.