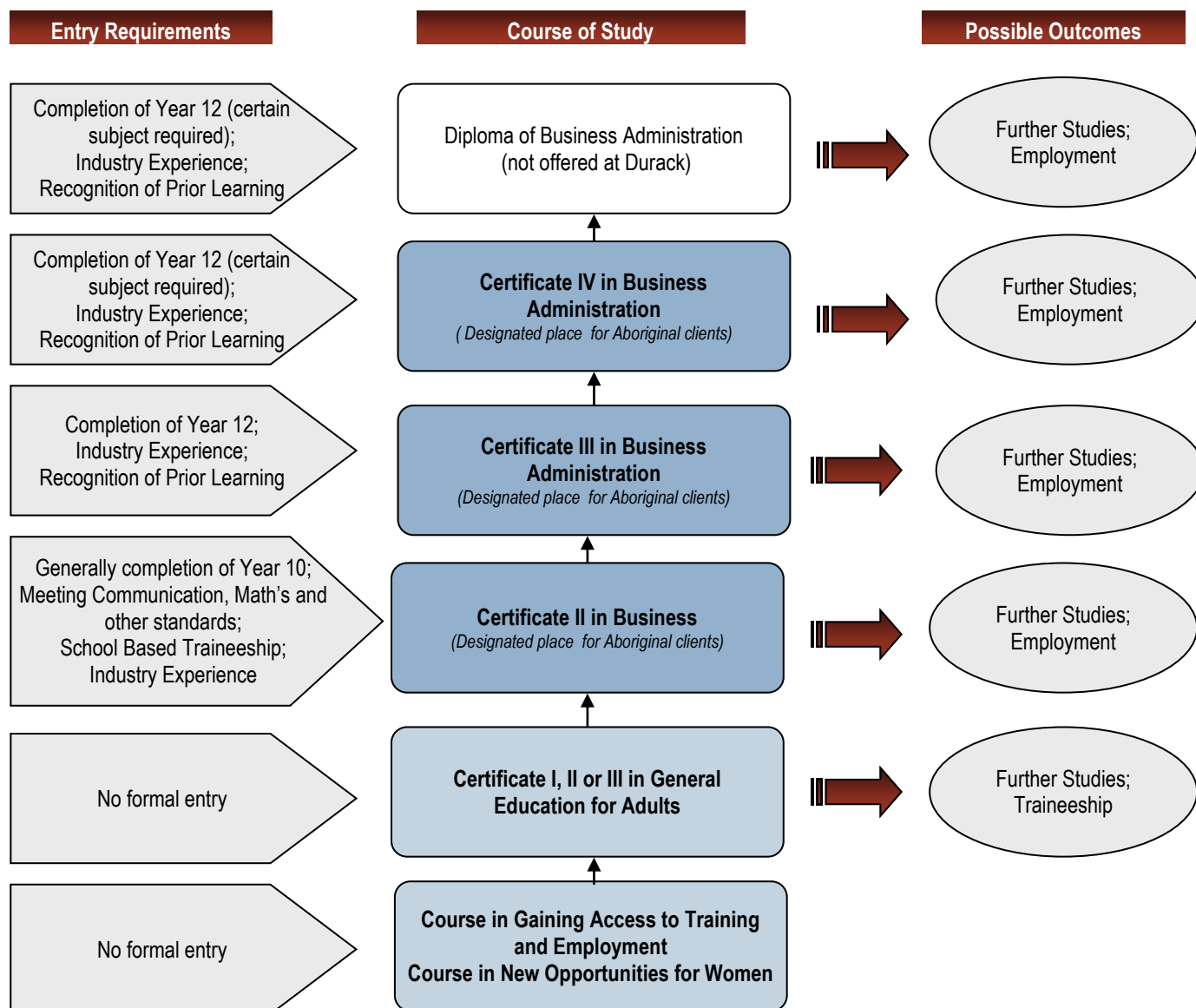


## Interested in a career in Business Administration?

The employment opportunities available within the Business Administration industry include roles such as: **Receptionist; Customer Service Officer; Administrative Support Officer; Secretary; Administration Officer; Personal Assistant; Administration Team Leader; Officer Manager; Supervisor.**

The following shows how you can achieve your goal and the various pathways that you can take.



Note: There are multiple entry and exit points that you can start and finish at throughout your studies.

Note: an alternative to this training course may be 'IT or Finance', please refer to relevant pathway documentation

### Key/ legend

**Bold font**– indicates that the training program is offered at Durack Institute of Technology

## What are the entrance requirements?

Entrance requirements are the lowest level of school results you need to be accepted into a course at Durack Institute of Technology

Entrance requirements will be either:

A lower level qualification, for example, to enrol in a Certificate IV in Disability Work you need a Certificate III in Disability Work

OR

Communication skills and if required math skills.

The level of communication and math skills required for entry to a course will be measured according to the following scale:

- Basic skills
- Developed skills
- Well Developed skills
- Highly Developed skills