

Non Accredited Courses

BUSINESS	PROJECT MANAGEMENT	GRAPHIC DESIGN	IT SKILLS
Fundamentals	Essentials	Adobe	Learn IT
Units specifically tailored to give students entering the workforce a head start	Introduction to Project Management core principles	Develop skills utilising the Adobe Creative Suite	Develop and apply specific IT skills.
One unit per term. Approx 20 hours per unit	One unit per term. Approx 20 hours per unit	One unit per semester. Approx 30 hours per unit	One unit per term. Approx 20 hours per unit
Time management Business documents Customer service Effective meetings Future topics: Product/service knowledge Marketing principles Sales basics	Fundamentals and scope Time and cost Quality and risk Communication Stakeholder management	InDesign Illustrator Photoshop	Word Excel Powerpoint Outlook