

ORGANISE SCHEDULES

- ☑ Online study
- ☑ Optional printed materials (fees apply)
- ☑ 20 hours course time



COURSE OVERVIEW

Organise Schedules is an online professional development program that will provide you with the skills and knowledge required to manage appointments and diaries for personnel within an organisation, using manual and electronic diaries, schedules and other appointment systems.

UNIT STRUCTURE

Unit - Organise schedules

Please view the [course outline online](#) for a list of topics covered in each unit.

ASSESSMENT

Written assignments and exercises, including short-answer questions, reports/essays and projects. There are no examinations or due dates

COURSE FEES

To view the course fees and payment options for this program, please [click here](#).

ORGANISE SCHEDULES

- ☑ Online study
- ☑ Optional printed materials (fees apply)
- ☑ 20 hours course time



BENEFITS

- Become fully trained and improve your employment opportunities;
- Recognised by employers as professional development;
- Study online, anywhere via our elearning system;
- Access to high-quality courses written by industry experts;
- Interactive simulations for many programs;
- All course materials provided online – no textbooks to buy;
- 7 day administrative, tutor and technical support;
- Easy to understand course content;
- Unlimited enrolment with no expiry;
- Certificate issued for your CV (hard copy provided);
- Tax deductible in most cases* See your tax advisor.

HOW TO ENROL

Enrolment Process

The AOC website offers course outlines, units, course fees and other information. Select your course and click Add to Cart. Finalise your payment and receive access within 2-24 hours.

PAYMENT OPTIONS

Credit card, BPAY and Internet Banking. We accept purchase orders for enrolments from corporate clients and government departments.

ENROL NOW

To view the course outline and enrol, please [click here](#).