OTEN Business Services Unit

Hello, welcome to the OTEN Management Services Teaching Section and thank you for taking the time to explore our web site.

The Management Teaching Section offers a total of 10 nationally accredited Australian qualifications at both the Certificate IV and Diploma level. Our qualifications offer students choices to study in a number of specific management disciplines, including:

- Small Business Management
- Front Line and Business Management
- Human Resources Management
- Occupational Health and Safety
- and Training and Assessment.

Organisations need inspiring people to manage processes and resources and to motivate their teams to achieve higher levels of performance. Your ability to motivate and inspire other people is critical to your success as a manager. As a leader in distance management education OTEN will support, challenge and guide you to achieve the vocational management skills for your future career.

Our management courses are for people looking to work as managers.

Our section aims to provide students with an enjoyable and challenging learning experience, while ensuring a high level of flexibility and student support. Teachers are on duty from 8:30am until 5:00pm Monday to Friday to help students with their studies as well as a 24 hour email help desk where questions to assignment issues can be discussed. Students have access to quality learning materials both in On-line, CD Rom and Printed work book formats.

"We look forward to helping you to improve your management skills this year"