



Certificate II Business

Computing Skills

Our online classroom training is fast and affordable and the qualifications are recognised in PNG and Australia.

COURSE DESCRIPTION

We live in a new world where computers are the new filing cabinets, communication tools, diaries, organisers, shopping carts and the list is never ending. It is now essential to obtain computer skills, whether it is within the workforce or at home.

Also for parents, it is imperative to understand computers and the internet. You need to stay up to date with the latest crazes on the internet in order to monitor your child.

Achieving a qualification in computer skills with Daltron, will provide you with essential computer skills and you will be confident to put those skills into practise, be it at home or in the work place. Your qualification will also give you peace of mind in knowing that you are not being left behind in the work force.

COURSE STRUCTURE

You are required to complete 12 units of study to complete the Certificate II in Business (Computing Skills).

Unit 1	ICAU1128A	Operate a personal computer
Unit 2	BSBCM201A	Work effectively in a business environment
Unit 3	BSBCM202A	Organise and complete daily work activities
Unit 4	BSBCM211A	Participate in workplace safety procedures
Unit 5	BSBCM204A	Work effectively with others
Unit 6	BSBCM216A	Create customer relationships
Unit 7	BSBCM217A	Process customer feedback
Unit 8	BSBCM213A	Produce simple word documents
Unit 9	BSBCM205A	Use business technology
Unit 10	BSBCM214A	Create and use simple spreadsheets
Unit 11	BSBCM206A	Process and maintain workplace information
Unit 12	ICAU1133A	Send and retrieve information using web browsers and email

COURSE COST

Course Details	Online Full Course	Online Per Unit	Classroom Full Course	Classroom Per Unit
Certificate II in Business Computing Skills	K3,499	K590	K4,995	K690

All course prices are GST inclusive

LENGTH OF COURSE

Total nominal hours: 240 hrs

*Valid for 12 months. Any extra hours of computer use required to complete the course after the 12 months will have to be paid for.

INTAKES/DELIVERY MODE

You can start the course at anytime - there are no semester dates to wait for.

PREREQUISITES

Sufficient literacy skills and numeracy skills to complete the course. Basic computer literacy. If you do not have basic computer literacy, our training administrators can recommend a basic course for you to take to upgrade your skills.

ADDITIONAL INFORMATION

What is ONLINE CLASSROOM TRAINING?

Online classroom training is the facilitation of online courses in a classroom environment. All course material is online but the classroom environment offers the opportunity to those without access to IT equipment to participate in the courses. A classroom session can have students doing various types of courses at the same time and a facilitator is available to offer support.

Classroom sessions will be booked in line with our computer booking policy. Daltron Training has plans in the near future to expand to full online training that will be available for people wishing to study in the workplace or at home.

Recognised Prior Learning

Recognised prior learning and work experience can be used as credits towards any of the courses. If you have previously studied a unit in the course you are taking or have work experience in one or more of the units then you can request a RPL assessment. A full assessment will be conducted before any credits are awarded.

Computer Booking Policy

The computer booking policy refers to the allocation of the use of computers. The use of computers will be scheduled to ensure that each student has sufficient time to complete the course. The maximum time of computer use each day is three (3) hours.

Training will assess the type of course the student is taking and their current situation when creating a computer usage schedule to accommodate the requirements of each student.

Bookings time is 8.00am - 5.00pm. Monday - Friday, 8.30am - 11.30pm Saturday

for further information

email: training@daltron.com.pg

or call: 302 2286 / 302 2151 / 302 2157

facsimile: 302 4269