

Certificate II Business

Office Administration

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

COURSE DESCRIPTION

The World of Business is continuously evolving, making it a highly competitive industry. It is becoming increasingly important to hold essential office administration skills in a variety of industries. Acquiring office administration skills will give you a competitive advantage within your current career or when pursuing the career path that you desire.

Achieving a qualification in Office Administration Daltron will give you the skills and knowledge to use modern computing programs and gain strong customer service skills.

Upon completion of your course you will hold a clear understanding of the necessities of the business environment.

COURSE STRUCTURE

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

Unit 1	BSBCM201A	Work effectively in a business environment
Unit 2	BSBCM202A	Organise and complete daily work activities
Unit 3	BSBCM203A	Communicate in the workplace
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	BSBCM306A	Produce business documents
Unit 12	BSBCM206A	Process and maintain workplace information

COURSE COST

Course Details	Online Full Course	Online Per Unit	Classroom Full Course	Classroom Per Unit
Certificate II in Business Office Admin	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 to Friday, 8.30 - 11.30 Saturday

for further information

email: training@daltron.com.pg

or call: 302 2286 / 302 2151 / 302 2157

facsimile: 302 4269