

BSB30415 Certificate III in Business Administration

Darwin

Human Resource & Computer Academy

training for your future

About Us

Darwin Human Resource & Computer Academy is a Northern Territory owned organisation committed to successful training through quality management practices and procedures. We are a Registered Training Organisation with accreditation with the Australian Skills Qualifications Authority (ASQA), providing training in nationally accredited training packages and units.

Since inception in 1986 we have been able to offer flexible and quality training in professional development as well as computer training.

Our team of trainers is highly qualified with a wide-range of business and training experience in management, adult education, finance, retail, health, human resources and business administration.

Timeframe

At Darwin Human Resource & Computer Academy we recognise that all participants have their own work and personal commitments, therefore we have scheduled the course over a 12 month period providing sufficient time to attend to each of the unit assignments.

For bookings contact us on:

Tel: (08) 8941 2344

Fax: (08) 8941 0141

Training@dhrc.com

www.dhrc.com

RTO # 6893

Why this course is so good....

"My computer skills improved greatly & my new document production, time management & organisational skills will help me conduct my administrative duties with more confidence"

"I found the programme really helped me develop my skills and knowledge about office work. Learning the computer packages was also very helpful."

Your Investment?

Your training day is interactive - encouraging group discussion and sharing of experiences. As a student, you receive:

- Participant Workbooks & Manuals
- Facilitator Support and Access
- Nationally Accredited and Recognised Certificate III in Business Administration

Duration: Approximately 12 months (13 units)

Investment: \$3,500 includes all manuals

Please contact us for the next available intake

Who is it aimed at?

Work places are now demanding an increased focus on quality, customer service and world competitive performance. Administrative employees are now expected to be able to work a variety of tasks with well developed administration, customer service and computer skills.

Who should attend:

- Receptionists
- Accounts assistants
- Administrative assistants
- Sales support staff
- Other individuals in administrative or wanting to enter the workforce

Why should you attend:

A great opportunity to develop a range of skills required of administrative staff.

Develop computer skills in a variety of packages relevant to workplace requirements. Develop knowledge and skills in general administrative tasks including letter writing, accounts and excellent customer service.

Develop quick, accurate key-boarding skills.

Training Territorians

since 1986

NATIONALLY RECOGNISED
TRAINING

... continued over

Suite 2/2 Shepherd Street, Darwin
GPO Box 1815, Darwin, NT 0801

BSB30415 Certificate III in Business Administration

Darwin

Human Resource & Computer Academy

training for your future

Units of Competency

BSBITU307 Develop keyboarding speed and accuracy - Core

Accurate and quick keyboard skills are a requirement in most administrative roles. This unit develops the speed and accuracy skills using touch typing techniques.

BSBWRT301 Write simple documents - Elective

This unit provides the knowledge & skills required to plan, draft and review a basic documents before writing the final version.

BSBITU306 Design and produce business documents

Elective
This unit describes the performance outcomes, skills and knowledge required to design and produce various business documents and publications. It includes selecting and using a range of functions on a variety of computer applications, in particular MS Word.

BSBITU304 Produce spreadsheets - Elective

Learn to use spreadsheet software to develop, navigate and use business spreadsheets.

Units of Competency

BSBITU402 Develop and use complex spreadsheets

Elective
This unit describes the skills and knowledge required to use spreadsheet software to complete business tasks and produce complex documents.

BSBCUS301 Deliver and monitor a service to customers

Elective
This unit will identify customer needs and monitor service provided to customers.

BSBITU303 Design and produce text documents

Elective
This unit describes the performance outcomes, skills and knowledge required to design and develop predominately text based documents using advanced features of word processing software (MS Word).

BSBITU302 Create electronic presentations - Elective

After completing this unit you will have the skills and knowledge to design and produce electronic presentations for speakers, self access and online access.

BSBITU309 Produce desktop published documents - Elective

This unit describes the performance outcomes, skills and knowledge required to design and produce desktop published documents.

Units of Competency

BSBADM307 Organise schedules - Elective

This unit will assist you to manage appointments and diaries for personnel within an organisation, using manual and electronic diaries, schedules and other appointment systems.

BSBWOR301 Organise personal work priorities and development - Elective

This unit builds the skills and knowledge required to manage time effectively, priorities tasks and deal with the pressures of deadlines and other pressing work situations.

BSBADM405 Organise meetings - Elective

This unit will assist in the skills and knowledge required to organise meetings including making arrangements, liaising with participants and developing meeting related documentation.

BSBWHS201 Contribute to health and safety of self and others - Core

This unit describes the performance outcomes, skills and knowledge required to participate in work health and safety (WHS) processes to protect own health and safety, and that of others.



NATIONALLY RECOGNISED
TRAINING

COURSE OUTLINE

COURSE OUTLINE

For bookings contact:

Tel: (08) 8941 2344

Fax: (08) 8941 0141

Training@dhrc.com

www.dhrca.com

Suite 2/2 Shepherd Street, Darwin

GPO Box 1815, Darwin, NT 0801