

Computing – Outlook

Using XP with Microsoft Professional Suite

(NATIONALLY RECOGNISED)

Organise schedules (BSBADM307B)

Source: Certificate III in Business Administration (BSB30407)

Course Description: This unit describes the performance outcomes, skills and knowledge required to manage appointments and diaries for personnel within an organisation, using manual and electronic diaries, schedules and other appointment systems.

Underpinning Skills: BSBITU101A – Operate a personal computer

Qualification Issued: Statement of Attainment

Study Materials Supplied: BSBADM307B Workbook

Course Delivery: This unit is taught on an independent learning basis, where students work at their own rate through a workbook and series of structured exercises. A facilitator is available during the class to give personal assistance when needed. Distance education students have access to assistance by telephone and e-mail, or by posting their assessment work to the College.

Full-time/Part-time Study

Length of Course:

Up to 6 sessions

1 session = 3 hours

Total Course = 18 hours

(Can be completed over 3 days or up to 10 weeks)

Available:

Monday to Friday from 9.00am to 12.00 and 1.00 to 4.00pm

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