

VTP304 Microsoft Office 365 Proficiency



DESCRIPTION

This short course helps students become competent users of Microsoft Office 365 software. Practical activities will build students' skills in: designing and producing spreadsheets; creating electronic presentations; and designing and producing digital text documents.

Course training and assessments are organised to allow students to complete training activities online, in their own time.

ELIGIBILITY/ENTRY REQUIREMENTS

Students will need to demonstrate an appropriate level of language, literacy and numeracy skills to undertake this program.

DELIVERY DETAILS

Location (s)	Duration	Study mode
Available throughout the Northern Territory	10 weeks part time	online

Students will receive training and assessment materials through CDU's Learnline LMS and a combination of other electronic and distance methods.

2020 FEES

This course has a total of 145 hours, and thus the qualification cost is:

NT Domestic Subsidised Fees: \$493

Please note: A limited number of NT Government subsidy places are available for eligible NT domestic students so contact us now to secure your place for 2020.

Fees are subject to change annually. Indicative government-subsidised and full course fees are shown on this document. For further clarification and information on fees, payment options, instalment plans and refunds contact CDU on 1800 061 963 or refer to <https://www.cdu.edu.au/cdu-vet/student-guide/fees>

ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

RECOGNITION OF PRIOR LEARNING (RPL)

Students can apply for RPL during pre-enrolment or after enrolment. Students are provided with an RPL Self-Assessment before application and followed through with and an initial interview with an assessor.

RESOURCES

Students will use a designated textbook and access additional online course materials, readings and assessment tasks. Enrolled students are also eligible to download Microsoft Office 365 software free of charge through the CDU website.

Students can access resources through Learnline, CDU's online learning platform.

STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to BSB30115 Certificate III in Business.

PROGRAM CONTENT

This training program covers 3 units of competency taken from the BSB - Business Services Training Package, which is recognised nationwide.

UNITS

BSBITU312	Create electronic presentations
BSBITU313	Design and produce digital text document
BSBITU314	Design and produce spreadsheets

WITHDRAWING FROM A PROGRAM

You may withdraw from this program and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

SUPPORT SERVICES

The University supplies support for students in many areas, including Accommodation, Careers and Employment, Counselling, Disability Service, Equal Opportunity, Discrimination and Harassment advice, Australian Indigenous Student Support Services, Information Technology Services, International Student Support Services, Library Services, and Learner Support Services.

More information is available at - www.cdu.edu.au/study/student-life/student-support

CONTACT DETAILS

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VET Business

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W. www.cdu.edu.au/cdu-vet

Refer to the **VET Student Guide** www.cdu.edu.au/cdu-vet/student-guide for information regarding the enrolment process, student support services, student rights and responsibilities, previous studies recognition and the A-Z of other information.