

Administration and technology

Office Administration Essentials

**Build skills and confidence to
work in an office environment.**

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Office Administration Essentials

Build your confidence and gain essential skills to work in office administration.

Office administration is at the heart of any well-run business. In this course you will build your communication, teamwork and time management skills and learn a range of general administration tasks, including:

- Formatting Letters
- Recording meeting minutes
- Basic use of commonly used computer programs, e.g. Word, Excel
- Creating, saving and filing documents electronically
- Emails and attachments
- Use of workplace technology
- Taking phone messages
- Raising and checking purchase orders

PATHWAYS

Builds skills for employment, volunteer opportunities or further study (e.g. Intro to Bookkeeping) or accredited training (e.g. Certificate I / II in IT, Cert II / III in Business).

ENROLMENTS

Call 9462 6077 or visit us at Merrilands Community Centre.

CONTACT PRACE

Main Office - Merrilands Community Centre
35 Sturdee Street, Reservoir, Victoria
Phone 9462 6077
office@prace.vic.edu.au
www.prace.vic.edu.au

LOCATION

Prace - Merrilands
Community Centre
35 Sturdee St, Reservoir

DATES & DURATION

6 Oct - 8 Dec 2022
10 Sessions
(No classes on school holidays or public holidays)

DAYS & HOURS

Thursday
9.30am - 2.30pm

STUDY MODE

Face to face

ENTRY REQUIREMENTS

None

FEES

Government subsidised
Concession: \$50
Full: \$59
(plus \$10 Services & Amenities fee)

This is a Learn Local endorsed course.

Prace encourages individuals with disabilities to participate in its programs and activities.

This training is delivered with Victorian and Commonwealth government funding.

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