


RESERVOIR 

28th April 2023 

Industry Short Course

# Office Administration Essentials

Build skills and confidence to work in an office environment.

*prace*

[www.prace.vic.edu.au](http://www.prace.vic.edu.au)



## Industry Short Course

# Office Administration Essentials

**Build your confidence and gain the essential skills you need to work in office administration.**

In this course you will build your communication, teamwork and time management skills and learn a range of general administration tasks. The course covers:

- Formatting Letters
- Recording meeting minutes
- Taking phone messages
- Introduction to MS Word and Excel
- Creating, saving and filing documents electronically
- Emails and attachments
- Use of workplace technology
- 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).

## Workforce Australia

This course counts towards Workforce Australia mutual obligation requirements.

*Prace encourages individuals with disabilities to participate in our programs and activities. This training is delivered with Victorian and Commonwealth Government funding. Prace TOID 4036*

### Location

Prace - Merrilands  
Community Centre  
35 Sturdee St, Reservoir

### Dates and duration

28 April - 23 June 2023  
9 Sessions

### Days and hours

Fridays  
9.30am - 2.30pm

### Entry requirements

None

### Fees

Concession \$50

Full \$54

*Plus \$10 Service & Amenties Fee*

### Enrolment

Call 9462 6077 or visit us  
at Merrilands Community  
Centre.



*This course is endorsed by  
Learn Local.*



**Prace Main Office**

**Merrilands Community Centre - 35 Sturdee Street, Reservoir**

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