

28th April 2023



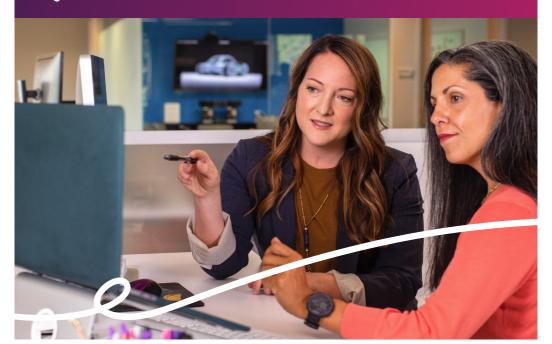
**Industry Short Course** 

# **Office Administration Essentials**

Build skills and confidence to work in an office environment.

prace

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# **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.



Phone 9462 6077 | office@prace.vic.edu.au | www.prace.vic.edu.au