

ACFE
Pre-accredited

SHORT COURSES 2018

INTRODUCTION TO GENERAL OFFICE ADMINISTRATION

This 20 hour course is designed to provide learners with an opportunity to gain knowledge and understanding of general office administration.

YOU WILL LEARN

- Using business vocabulary
- Developing business documents
- Basic office procedures
- Telephone/customer service techniques

FURTHER PATHWAYS

- Volunteering or paid work
- Career guidance and mentoring
- Accredited study

For more information or to book your place, call

1800 266 675



Comm Unity Plus Services Ltd
acknowledges the support of the
Victorian Government



BOOKINGS & INFORMATION

@ education@comm-unityplus.org.au

☎ 1800 266 675

🚶 Level 1, 358 Main Road West
St Albans

🌐 www.comm-unityplus.org.au

INTRODUCTION TO GENERAL OFFICE ADMINISTRATION

This **20 hour** course is designed to provide learners with an opportunity to gain knowledge and understanding of general office administration.

Cost: \$35

Outcomes for participants

- Improved and effective access to job opportunities
- Confidence in accessing job opportunities
- Improved oral communication

Learning Approches

- Trainer-directed classroom based delivery with practical instruction, demonstration and exercises
- Demonstration and modelling by the trainer (one-on-one)
- Monitoring/supervision by the trainer
- Scenario - work based activities
- Role-plays - work place related

Term 1

29 January to 29 March

Term 2

16 April to 29 June

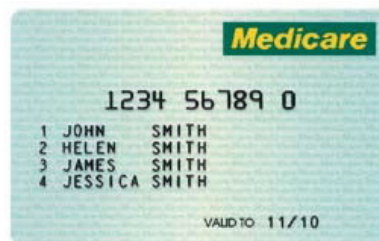
Term 3

16 July to 21 September

Term 4

8 October to 21 December

When you enrol, please bring your **concession card (if applicable)** and **green Medicare card**.



Individuals with a disability are encouraged to access government funded training

commUnity+ is a multi-disciplinary community agency that provides services across Victoria. Our students have the advantage of easy access to a range of programs in addition to adult education. More information is available on www.comm-unityplus.org.au.



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