

Introduction to General Office Administration



1800 266 675

Enrol Now

Introduction to General Office Administration

COURSE CONTENT

You will learn communication and procedural skills such as how to:

- Use business vocabulary
- Develop written material specific to business scenarios
- Understand how to create folders within the Microsoft Windows environment and save files.
- Telephone techniques
- Receptionist/Customer service skills
- Basic filing rules

COURSE DELIVERY

- Ten sessions across two weeks.
- Week One: 7 July to 11 July from 9am to 12pm.
- Week Two: 14 July to 18 July from 9am to 12pm.
- Located at 822 Ballarat Road, Deer Park VIC 3023.
- Please note the location may change depending on interest.



Scan to
register your
Expression of
Interest

FEES

Fees payable include an Administration Fee, Materials Fee and Tuition Fee.

Eligible Students

Students eligible for Government subsidised education and training programs pay the following fees:

Administration Fee:	\$5
Materials Fee:	\$10
Tuition Fee:	\$50

Ineligible Students

Students ineligible for government subsidised education and training programs pay the following fees:

Administration Fee:	\$5
Materials Fee:	\$10
Tuition Fee:	\$460

ELIGIBILITY

To be eligible to enrol in government subsidised Pre-accredited education and training programs, learners must meet the following criteria:

- Australian Citizen
- Holder of an Australian permanent Visa
- New Zealand Citizen

A green Medicare card confirms eligibility.

Points Based Activation System

English as an Additional Language qualifications

Education and training Category

Fifteen (15) points per week. Under fifteen (15) hours per week.

Twenty (20) points per week. Fifteen (15) or more hours per week.

Pre-accredited short courses with an employment focus

Other government programs Category

Fifteen (15) points per week. Under fifteen (15) hours per week.

Twenty (20) points per week. Fifteen (15) or more hours per week.

commUnity+ is a respected education and training provider with a proud 30 year history providing employment, foundation, and settlement programs.

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