

# Pathways to Office Employment Level One Course Outline

**This course is designed for those people wishing to return to the workforce.**

*Duration – 3 days each week for 8 weeks.*

The course is only available to **adults** (17 years and over). The course would be suitable for people seeking employment in areas involving computers such as Reception, Clerical, Secretarial, Retail, Hospitality or Administration. However, it may also suit those who are looking for a change in their career or those who have recently left Year 11 or 12 Secondary School.

Our main aim in the course is to develop computing and office skills, confidence and self-esteem. We aim to do this through skill development and personal development. In addition we provide information on possible future directions which students may take.

A Certificate of Completion will be presented to those students who complete the course. No certificate will be awarded unless all areas of the course are attended.

## Subjects covered in this course are:

<b>Keyboarding/Word Processing</b>	This area of the course introduces keyboarding and word processing packages. Students will learn to 'touch type', and then use a word processing package (Microsoft Word) to produce manuscripts, letters, memorandums, display notices, tables, reports and legal documents.
<b>Excel</b>	Spreadsheets will cover such areas as data entry, formulas, formatting and creating worksheets.
<b>Computerised Accounting using MYOB Version 19</b>	An introductory course covering the most commonly used functions. This includes invoicing, writing cheques, making deposits, printing reports and reconciling accounts.
<b>Organisational Skills</b>	This area will look at personal skills needed to enter the workplace and other issues faced in the workplace.
<b>Bookkeeping</b>	This area covers the basics of financial record keeping using the double entry system of accounting in the preparation of journals and ledger to trial balance; bank reconciliations and petty cash.

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Your Success is Our Priority

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