

Pathways of Office Employment Level 2 Course Outline

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

Duration – 2 days each week for 8 weeks

This course is designed for those students who have completed Pathways Level 1 or equivalent skill level. Level 2 students are looking to fast track into a work environment or want to develop skills required for further study in Business or Information technology.

Using Microsoft Office, students will acquire advanced Word Processing, Excel, and PowerPoint skills. Electronic communication, Bookkeeping, MYOB and computerized accounting are also part of the course.

Our main aim in the course is to further develop computing and office skills, confidence and self-esteem. We aim to do this through skill development and personal development.

A *Certificate of Completion* will be presented to those students who complete the course.

Subjects covered in the course are:

Word Processing	Using Microsoft Word, students will produce business correspondence, templates, display notices, tables, reports, legal documents. Students will also create mail merge documents plus envelopes and labels.
Excel	Excel will cover areas such as spreadsheet data entry, formatting, writing formulas, using IF function, creating business worksheets, templates, databases, filtering data lists and charts.
PowerPoint	Create slideshow presentations using slide designs and layouts, backgrounds, scheme and custom animations, ClipArt, movies and sound.
MYOB	The course covers the most commonly used functions, including invoicing (items and service), making and receiving payments, printing reports, reconciling accounts and payroll.
Bookkeeping	This area covers the basics of financial record keeping and reporting including Petty Cash and Bank Reconciliation. Emphasis will be given to calculating GST collected from customers and paid to suppliers.
Computerized Accounting	Using Excel students will create Cash Journals, General Journal, Ledger Accounts, Petty Cash Book, Bank Reconciliation, Trial Balance and Financial Reports (income statement, statement of financial position). An introduction will be given on end of accounting period adjustments eg depreciation of fixed assets.
Electronic Communication	This section of the course includes use of the Internet and email programs. Exercises include sending attachments, PDF files, scanning documents, emailing to a group of recipients, updating address lists, blind copy emails, creating folders and forwarding emails.



Your Success is Our Priority

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