



Employment outcomes resulting from the completion of this course may include the following roles:

- Accounts Clerk
- Clerk
- Data Entry Operator
- Receptionist
- Office Administration Assistant
- Word Processing Operator

- Create electronic presentations
- Design and produce text documents
- Design and produce business documents
- Produce spreadsheets
- Write simple documents
- Maintain financial records
- Process accounts payable and receivable
- Organise personal work priorities and development
- Process customer complaints
- Organise schedules
- Work effectively with diversity
- Develop keyboarding speed and accuracy
- Contribute to health and safety of self and others

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FOR ENQUIRIES AND ENROLMENT

This certificate offers you the skills and knowledge to confidently prepare you for a career in a number of different administrative support roles. You will achieve excellent computer skills including Microsoft Office such as Word, Excel, PowerPoint and Outlook. Microsoft Office skills is preferred by many different industries and organisations and will enhance your opportunities of employment in your field of choice.

You'll also develop the knowledge to confidently maintain basic financial records for your employer. This covers the essential knowledge of debtors, creditors, general ledger and banking. We also incorporate MYOB within this certificate as an added feature of your skills for your prospective employer.

This qualification is for individuals who are required to offer a broad range of administrative tasks and functions within varied work environments and industries. They will also be able to confidently provide technical advice and support their team to achieve the organisation's goals.

ENTRY REQUIREMENTS

There is no pre-requisite for entry to this course. All students will complete a pre-training assessment to identify learner strengths and weaknesses.

The training content, delivery, methodologies and assessments will be tailored to suit individual learner needs which will increase learner engagement.

DURATION

This course is only taught in external mode - either full-time or part-time. The full-time course is 6 months duration and the part-time is up to 24 months.

Additionally, students must complete a 35hr vocational placement. Those employed in an administrative capacity may count their employment towards placement insofar as they are able to demonstrate sufficient evidence.

