

# Pathways to Office Employment

## Certificate II in Business BSB20115

### Course Outline

The course, using Microsoft Office 2010 would be suitable for people seeking employment in a business environment such as Reception, Clerical, Secretarial, Retail, Hospitality or Administration. 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 is to develop computing and office skills, confidence and self-esteem through skill development and personal development.

A Canning College Certificate of Completion will be presented to those students who complete the course. A **Certificate II in Business** will be awarded to those students who complete unit assessments.

**Units covered in this course:**

<b>Word Processing and File Management</b>	Using Microsoft Word 2010, students will learn to produce documents such as business letters, tables and agendas incorporating bullets, headers/footers and other document formatting. File management will include saving documents, creating and renaming folders as well as document protection.
<b>Spreadsheets</b>	Using Microsoft Excel 2010, spreadsheeting will cover areas such as data entry, formulas, charts, formatting and creating worksheets.
<b>Electronic Communications</b>	Sending and receiving emails, updating contact lists, attachments including compressed files, signatures, creating folders and managing junk mail.
<b>Accounting Applications using MYOB v19</b>	Using MYOB AccountRightPlus v19, students will learn its most commonly used functions. This includes invoicing, writing cheques, card files, inventory, banking and accounts.
<b>Personal Management &amp; Organisational Skills</b>	This area will look at personal skills needed to enter the workplace and other issues faced in the workplace. For example; conflict resolution and communication styles.
<b>Electronic Presentations</b>	Using PowerPoint 2010, students will create slideshow presentations using slide designs and layouts, backgrounds, animations, ClipArt and audio.
<b>Health &amp; Safety Procedures</b>	Students will learn the fundamental skills and knowledge required to participate in work health and safety processes.

