

A course in basic office and computing skills

5 July – 25 August 2011

Tuesdays & Thursdays for 8 weeks

9.00 am - 3.00 pm

Student fee: \$150 (concession & payment plans available)

First Step!

Use email

Operate a personal computer

Create simple documents using Microsoft Word

Create spreadsheets using Microsoft Excel

Office communication skills

Occupational Health & Safety

Prepare for work in community services

Keyboarding

TARGET GROUP:

- Newly arrived Australians (priority given to those with refugee status)

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First Step!

Course Overview

This program has been designed to bring participants up-to-date with current office practices which will include up-skilling in office communication technology, the use of software packages and an understanding of the community sector. We offer a friendly and relaxed atmosphere in which to learn new skills, make new friends and have some fun.

Course Requirements

Completion of the following units of competency:

Certificate I in Work Preparation (Community Services) CHC10108 (7 Units)

BSBCMM101A	Apply basic communication skills
CHCCS211A	Prepare for work in the community sector
HLTOHS200A	Participate in OHS processes

Statements of Attainment from Certificate I in Business (BSB10107)

BSBITU101A	Operate a personal computer
BSBITU102A	Develop keyboard skills
BSBADM101A	Use business equipment and resources
BSBLED101A	Plan skills development

Course Pre-requisites

Applicants need basic numeracy and literacy skills, basic keyboarding skills, a basic understanding of computers and an ability to follow instructions.

Assessment

This course will be presented in competency-based mode and the student's competency will be assessed at all levels according to the elements and performance criteria of the unit. The training package for each competency specifies the conditions and method of assessment. Assessment methods that will be used in this course will include knowledge based assessment, in class activities, demonstration of skills, simulation exercises and a third party report.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) allows a person to receive recognition and credit for the knowledge and skills they have, no matter where or how they were attained, including overseas. This can include skills from previous study, work experience and life experience. Please contact the front office if you are interested in applying for Recognition of Prior Learning for any of the units of competency contained in this course.

Credit Transfer

Capital Careers has an obligation to recognise Australian Qualification Framework (AQF) qualifications and Statements of Attainment issued by other registered training organisations.

Opportunities for Further Study

Completion of the units of competency contained in this course may lead to further study in Certificate II or III level qualifications in the Community Services or Business Services Training Packages.