

Express Interest

On Track Training & Employment also offers the following courses and programs. Please tick any you may be interested in.

ON TRACK EMPLOYMENT

Are you currently employed? YES
Casual Part Time Full Time

ACCREDITED TRAINING

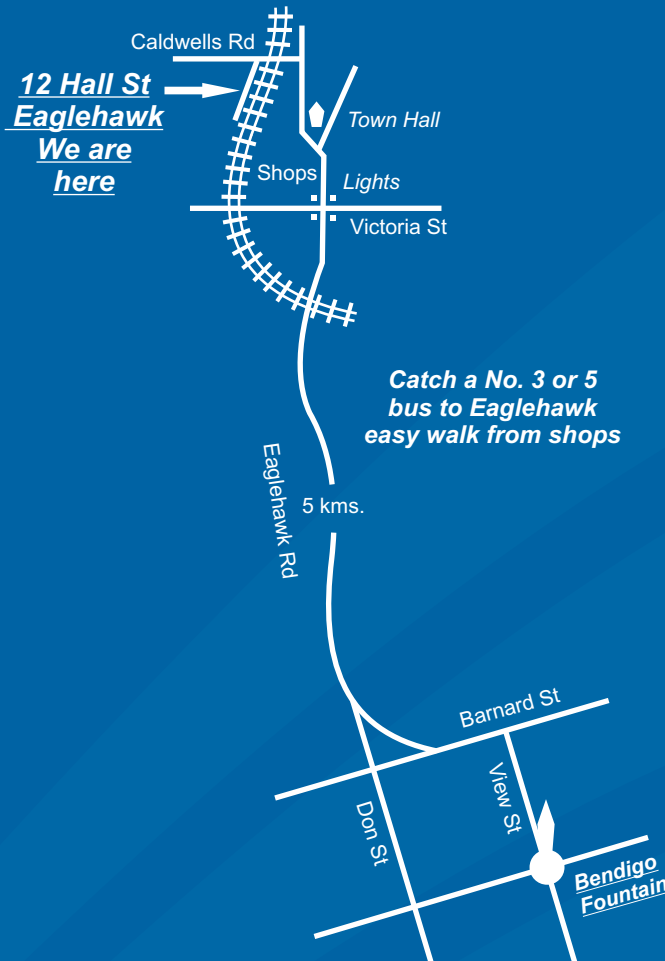
- Certificate III Aged Care
- Certificate III Home & Community Care
- Certificate III Children's Services
- Diploma Children's Services
- Certificate I Retail Services
- Certificate II Engineering
- Certificate IV Leisure & Health
- Certificate IV Training & Assessment
- GAP PROCESS - Upgrade from BSZ40198
- Master Microsoft Office & Administration
- Certificates in General Education for Adults

SHORT COURSES

- Introduction to Computers
- Open Access

On Track offers a variety of short computer courses in special interests areas such as: Microsoft Word, Excel, Publisher, Digital Photography & Internet & email that can be undertaken during Open Access. Please contact our Trainer for details.

How to find us!



25+ years of Community based Training

FEO - Winner of the 2008 Bendigo Business Excellence Awards for Not for Profit AND Environmental Sectors



On Track Training & Employment
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Master Microsoft Office & Business Administration



NATIONALLY RECOGNISED TRAINING



Adult, Community and Further Education

Course Content

Outline:

This course is designed for those with basic computer knowledge who are wishing to upgrade their computer knowledge as well as office administration skills. This course would be ideal for someone wishing to pursue a career in office administration as a receptionist or administrative assistant.

Study Areas:

- Apply occupational health and safety procedures
- Operate a personal computer
- Operate a word processing application
- Operate a spreadsheet application
- Operate a presentation package
- Send and retrieve information over the internet using browsers and email
- Communicate in the workplace
- Operate computer hardware and connect hardware peripherals
- Capture and edit digital images, incorporate digital photography into multi media
- Use business technology
- Handle mail
- Work effectively in a business environment
- Organise and complete daily work activities
- Work effectively with others
- Process and maintain workplace information
- Deliver a service to customers

Duration:

This course runs for 16 weeks, with classes taking place 2 days per week, 9:00am to approximately 3:30pm

Accreditation:

This course contains nationally recognised units.

Assessment

In undertaking this course, assessments will be conducted in a variety of ways, including:

- Written Report / Assignments
- Workplace simulations
- Class activities
- Role Play

Recognition of Prior Learning for all or part of this course may be available. Please discuss this with the trainer.

Fees & Charges

This course is offered on a fee for service basis, or government funded places are available to those who are eligible.

To find out more about the fees and charges for this course, please contact On Track reception on (03) 5446 3477.

Enrolment

If you are interested in enrolling in this course please put forward your expression of interest. This can be done in one of the following ways:

Complete the expression of interest form on the next page and return the form to On Track reception - 12 Hall Street Eaglehawk 3556

Call On Track - (03) 5446 3477

Email: ontrack@feo.net.au

Or visit our website - www.feo.net.au - follow the links and complete our online expression of interest form.

Express Interest

Date: ___ / ___ / ___

Name: _____

Address: _____

Phone: _____

Mobile: _____

Date of Birth: ___ / ___ / ___

Email: _____

YES, I am interested in undertaking the **Master Microsoft Office & Business Administration Course**

YES, I would like some more information about this course posted out to me

Are you in receipt of a benefit? YES

How did you first hear about On Track and this course? (please tick)

Brochure

Word of Mouth

Newspaper

Website

Radio

TV Advertisement

Tear-off-flyer

Location: _____

Employment Agency/Other Agency
Which agency?
