

# Business Skills for the Workplace



*caring, flexible, professional*

## Level 1



### Who is this course for?

This course is for those who have either completed our Starter Package or are confident with computer basics.

This is a great course to kick-start your mastery of Business Skills. At this level you will be learning some key business essentials as well as learning how to effectively job search.

### Duration and Times

This Level 1 course is delivered one day a week over 5 weeks. Class times are from 9:00am to 3:30pm.

### Fee

\$1,700.00 (payment plans are available)  
(\$200 discount if you have completed our Starter Package)

### Projects and "Homework"

This is **not** a nationally accredited course so there is no need for ongoing assessment. You will be given an optional project each week to practice and submit the following week.

### Course Outline

By the end of this course, you will have covered:

- **Touch Typing** Technique and Drills
- File Management
- Microsoft **Word** Level 1
- Microsoft **Excel** Level 1
- Basic **Bookkeeping**
- **MYOB** Level 1
- **Goal** Setting
- **Business Writing** Techniques
- Personal **Presentation**, grooming, etiquette and corporate dress
- **Job Finding** including resume building, cover letters, interview skills and job finding methods

### Course Dates

Please visit our website for upcoming dates.

### Graduation

A small in-house graduation celebration will be held on completion of this course.