



Office Skills Essentials Skill Set

State ID: IAD98

About this course

Want to learn a range of essential office skills but struggling to find the time?

Well problem solved! Derby and Fitzroy Crossing campus are now holding after hours night classes to get you ready for work.

This course is very practical and will prepare you to work effectively and efficiently in the workplace.

Join us Monday evenings from 5.00pm - 8.00pm

Overview

Semester 2, 2020

Derby Campus

 When: **2 September - 2 October, 2020**

 How: **Face-to-face classroom delivery**

Units

This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

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Core

National ID	Unit Title
BSBITU211	Produce digital text documents
BSBITU212	Create and use spreadsheets
BSBITU213	Use digital technologies to communicate remotely