

# Business

## CERTIFICATE I BUSINESS

### A course for Youth At Risk

**30th April 2009 - 31st July 2009 (Thursdays)**

This course allows individuals to develop basic skills and knowledge to prepare for work in an office situation. The course provides a basic grounding in computing, Occupational Health & Safety and general office skills. Students will be able to demonstrate knowledge by recall in a narrow range of areas, demonstrate practical skills and perform routine tasks when given clear instructions under supervision.

Areas to be covered:

- Develop keyboard skills
- Occupational health & safety
- Working effectively in a business environment
- How to operate a personal computer
- Planning skill development
- Organise work activities

Course commences: Thursday 30th April 2009 - will run Thursdays.

To find out more information or to register for this course, please phone Diane at Jobs South West Community Services on 9721 5033 or email [diane@jobs-sw.com.au](mailto:diane@jobs-sw.com.au)



*This course is funded by the WA Department of Education and Training*