

(ACCREDITED)

Process and Maintain Workplace Information (BSBCMN206A)

Course Description: This course will cover the skills of filing in an office environment. Students will sort items in alphabetical, numerical, chronological, geographical and alpha-numeric order.

Underpinning Skills: None

Qualification Issued: Statement of Attendance

Study Materials Supplied: None

Course Delivery: This unit is taught as on an independent learning basis.

Full-time/Part-time Study

Length of Course: 8 sessions
1 session = 3 hours
Total Course = 24 hours
(Can be completed over 4 days or up to 10 weeks)

Available: Monday to Friday from 9.00 to 12.00 and 1.00 till 4.00

Additional Materials: none