



Office Computing



As one of Australia's leading private providers of quality education and training, the Australian Careers Business College aims to equip its graduates with the necessary skills and qualifications to enable them to achieve their Personal Best. Courses offered act as preparation mechanisms for individuals who want to achieve career success in the industry of their choice. An industry advantage is harnessed, through the effective collaboration of conventional classroom learning and practical industry experience, enabling our graduates to "Stand Out From The Rest".

Keyboarding / Typing Skills (BSBCMN108A)

This is the foundation course for all who need to use a standard typewriter or computer keyboard. This subject develops full touch typing skills on all standard keys and the numeric keypad. The course also covers operating techniques, occupational health and safety, speed and accuracy in accordance with the Australian Standards.

Microsoft Powerpoint - Presentations (BSBADM306A)

PowerPoint is a presentation package comprising of slides which contain text, graphs, photographs, tables, graphics and organisational charts.

Topics covered in this module:

- Create and save a slide show presentation
- Format and edit text
- Create speakers notes
- Create graphs
- Create organisational charts
- Add backgrounds, graphics, sounds, Word Art and simple animation
- Run the presentation

MYOB (BSBADM309A)

MYOB is an integrated accounting package designed to make bookkeeping easier through the application of computerised accounting processes.

Topics covered in this module:

- Set up general ledger for the first time
- Set up sales and receivables
- Set up purchase and payables
- Set up a payroll in MYOB
- Set up and enter receipts of money and deposit daily cash into a bank account

Microsoft Outlook

Record details of contact names and addresses, appointments and notes on a daily, weekly, monthly or annual planner.



Office Computing

Over the years, computers have become an integral part of today's dynamic business environment. There exists an increasing demand for personnel with the qualifications to operate computer applications with respect to business operations. This course is specifically designed to equip students with the necessary qualifications and skills required to operate computer software packages, including Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, MYOB, Microsoft Outlook and Keyboarding, enabling students to progress to positions including Receptionist, Administrative Assistant, Office Clerk, Accounts Clerk, Office Coordinator or Customer Service Assistant. Our courses are designed to make you 100% productive from day one in your chosen career.

Microsoft Word - Word Processing (BSBCMN213A)

Word is the most popular user friendly word processing package on the market today. Create documents using easy to understand commands.

Topics covered in this module:

- Create and save a document
- Retrieve, edit and save an existing document
- Format the document using fonts and colours
- Use headers and footers
- Use spell check, tabs, bullets and numbers
- Copy, cut and paste text

Microsoft Excel - Spreadsheets (BSBCMN214A)

Excel is an integrated spreadsheet and graphics computer program. It offers a collection of tools to create spreadsheet workbooks and charts.

Topics covered in this module:

- Enter data and use basic formulas
- Edit and format data using fonts and colours
- Create charts
- Format charts
- Save and print the workbook

Microsoft Access - Database (BSBADM305A)

Access is a Database Management System (DBMS) used to store collections of information, allowing the user to manipulate, sort and retrieve specific data.

Topics covered in this module:

- Create a simple database
- Enter and edit data
- Create tables, forms and reports
- Format the tables, forms and reports
- Create simple queries
- Save and print



The Australian Careers Business College is registered by NSW Vocational Education and Training Accreditation Board (VETAB) to deliver selected nationally recognised qualifications.

HEAD OFFICE:

149-151 George St
 Liverpool NSW 2170
 Ph: (02) 9824 0000
 Fax: (02) 9824 1730

PARRAMATTA:

Ph: (02) 9687 1333
 Fax: (02) 9687 3933

WOLLONGONG:

Ph: (02) 4228 1222
 Fax: (02) 4228 1233

www.acbc.nsw.edu.au