

Be an ADMIN hero

Assist
Document
Manage
Inform
Note



Where: Flemington Library

Day: Wednesdays

Time: 1:00 – 3:00

Start: Wednesday 17 July 2019

Finish: Wednesday 18 Sept 2019

Cost: FREE

Contact: 9376 9088 or info@fsnlc.net

Learn basic administration skills:

- Using basic software programs
- Touch typing and shortcuts
- Research and internet searching
- Administrative filing conventions
- Administrative writing styles