

INVENTORY/PARTS CLERK PREPARATION

Head Office:
P.O. Box 858, 51 King Street East
Brockville, Ontario – K6V 5W1
(613) 342-2312 Fax (613) 342-2875



Program Description: This skills-based program equips individuals with the essential skills required to succeed in a computerized warehouse or retail-type environment. Emphasis is placed on both technical computer skills and customer service skills to offer the best advantage in the competitive labour market.

Program Objectives: By the end of the program students will be able to:

- Demonstrate an understanding of inventory principles
- Word-process general business correspondence and forms
- Create and manage spreadsheets that contain formulas, functions and graphics
- Use database software to effectively source and sort data
- Access information via the Internet and correspond via email
- Navigate operating system software
- Demonstrate an understanding of computer components
- Operate a variety of office equipment and machines
- Process sales transactions manually, with a cash register and with Point of Sale software
- Model a customer friendly attitude and demonstrate effective customer service skills

Program Delivery: This course is delivered through one-to-one instruction with a series of role-plays, video assignments, practical applications, written and computerized assignments.

Evaluation: Individuals will be evaluated on participation, attitude, attendance, and outcomes of assignments and tests.

Duration: Commonly a 24-week program; however content and duration can be modified to suit the needs of individual students. Program schedule consists of 4-hour sessions, 5 days per week. Individuals must have a min 90% attendance record to participate.

Start Date: Continuous intake throughout the calendar year.

Registration: To register or inquire about program fees, please call:
Brockville 613-342-2312

Value-Added Programs:

1. To increase an individual's success in preparing for a real-world environment CSE Consulting offers an **8-week Work Experience** program. This program offers the opportunity to demonstrate newly learned skills, expand the employment network and acquire on-the-job experience. Individuals must have a min. 90% attendance record to participate.
2. To assist individuals with searching for and securing employment CSE offers a **Creative Job Search Techniques** program. It consists of 12 Sessions over the course of 4 weeks and includes resume and cover letter development, skill identification, interview tips and techniques for career changers, active job searching and effective follow-up.

Other CSE Programs:

*Accounting Clerk
Computer Upgrading*

*Office Assistant
Academic Upgrading*

*Customer Service & Retail Sales
GED & High School Diploma Assistance*

Specializing in Individualized Adult Instruction - CSE Consulting