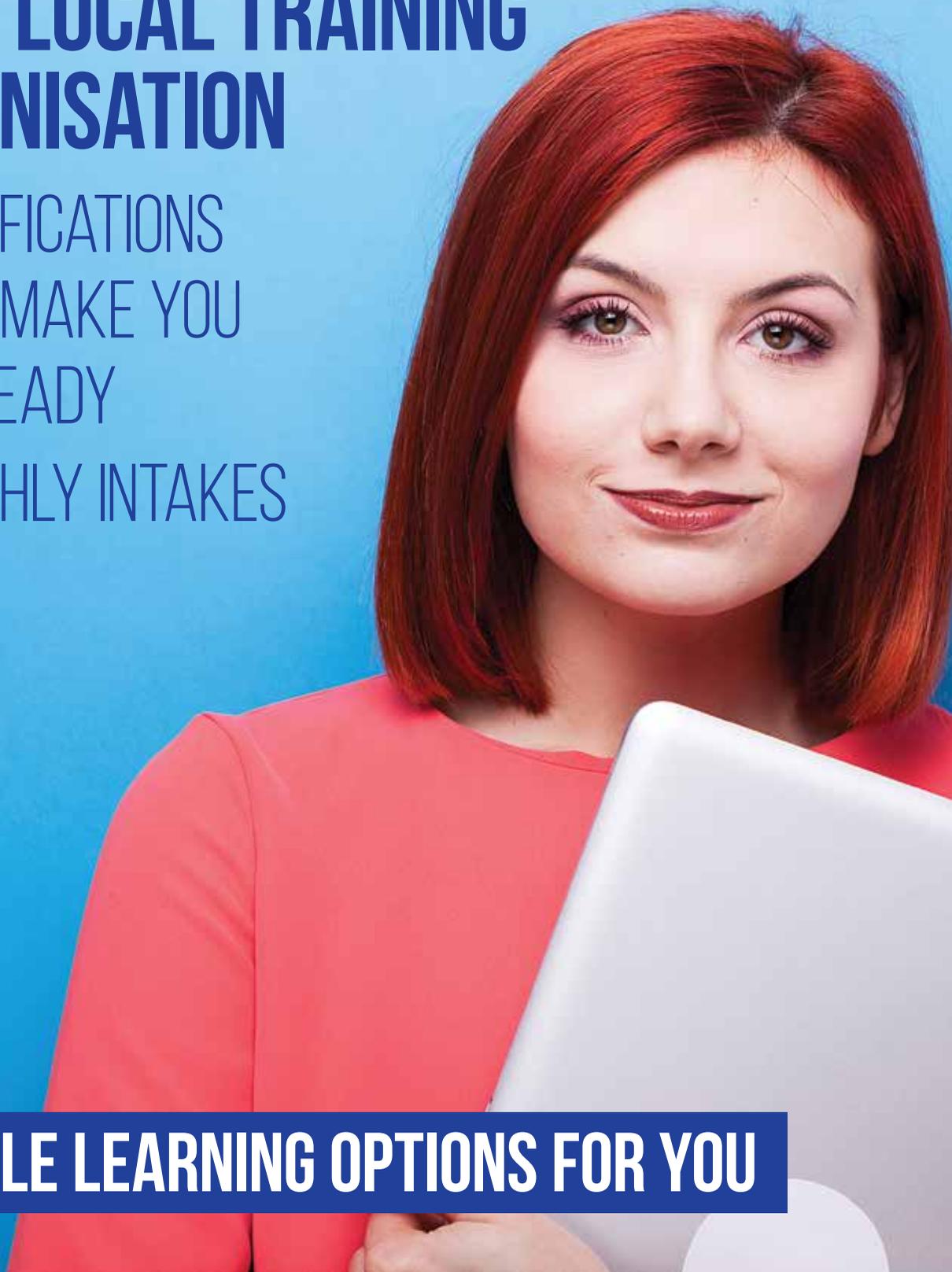


YOUR LOCAL TRAINING ORGANISATION

- QUALIFICATIONS THAT MAKE YOU JOB READY
- MONTHLY INTAKES

FLEXIBLE LEARNING OPTIONS FOR YOU





Welcome

SGSCC (St George & Sutherland Community College) was established as a Registered Training Organisation (RTO-7091) in 1995. As a leading training organisation, with a reputation for excellence in Vocational Education, we offer a large range of Nationally Recognised Qualifications from Certificate Level 1 to Advanced Diploma. Our industry links and pathways provide students with 'the edge' to further education and employment outcomes. 92% of SGSCC students successfully gain employment during or once they have completed their course.

What you need to know

STUDENT INTAKES DATES

Student intakes for Vocational Courses are monthly at SGSCC. Please call for the next intake dates.

Term 4 Intakes

October: Tuesday 24th September

November: Tuesday 29th October

December: Tuesday 26th November

All new students are required to attend a 2 hour college orientation before joining their class.

OUR STUDENTS

Going back to study as a mature age student can sometimes feel a little overwhelming, especially if it has been a while since school.

SGSCC Workskills is an all-inclusive learning environment for students from all walks of life.

We believe that education along with service and care is the key to progress, career opportunities and personal growth.

STUDY OPTIONS

Classroom Based, Flexible Work Based Delivery, Traineeships and Distant

Daytime Classes, Night-time Classes and Saturday Classes

Small class sizes and one Trainer for the duration of your course

Workplacement:

Workplace employers are organised by SGSCC for you.

PRICING & PAYMENTS

Vocational Courses

Interest free payment plans are available for all accredited courses. Students are required to pay monthly if on a payment plan.

SMART & SKILLED

SGSCC is an approved Smart & Skilled provider. This training is subsidised by the NSW Government. Under Smart & Skilled the NSW Government contributes to the cost of each course with the student paying the balance.

Please call to receive your Smart & Skilled fee based on your personal circumstance. For eligibility and course information please refer to workskills.sgsc.edu.au and www.smartandskilled.nsw.gov.au

LOCATION – JANNALI

Free onsite parking
8 minute walk from Jannali Station

15 minute walk from Sutherland Station

Set on 2 acres so you can enjoy the outdoor areas in your breaks

On site coffee cart

Australian Community Workers Association Course Accreditation (ACWA)



CHC52015 Diploma of Community Services is now accredited with the Australian Community Workers Association

(ACWA). Accreditation is a public declaration of quality, it demonstrates that SGSCC is committed to being the best it can be and our course meet the exact expectations of our students and the workplace.

Benefits to Students

Graduates of SGSCC's accredited course can immediately demonstrate their eligibility for membership of ACWA. This is often required by employers and when it is not, it provides graduates with a competitive edge. ACWA members have access to professional development opportunities and the latest jobs within the industry.

Call us today to see how you can secure your spot - 02 8543 7412 or email asingh@sgsc.edu.au

Student & Trainer Profile

The philosophy at the core of every WorkSkills course we deliver at SGSCC is 'Our Courses Make you Job Ready'. In this edition we feature Susan and her trainer Lauren Mearns and how studying at SGSCC prepared her for the next steps in her career.



My name is **Susan**; I'm a Jannali local, however I grew up on the NSW Central Coast and went to university during the nineties. In what now feels like a former life, I worked for a cancer charity, helping to coordinate health campaigns and fundraising events in the Sydney region. After many rewarding years working in the non-profit sector, I stepped away from the workforce, had my two daughters, and became a full-time stay at home mum. I have been very fortunate to have been able to spend the past ten years at home, focusing on my family and becoming involved in local community life. This year, as I saw my girls becoming more and more independent, I decided it was time to take the scary leap back into the workforce, and try something new! I have always enjoyed reading with my children and helping them with their school work, so when I read about the Education Support course at SGSCC, I decided it would be a great course to provide me with the practical

skills I needed to develop a new career supporting children in schools. Even better, I'm hoping that this type of work will allow me to have the family-life balance that is so important to me. I am nearing completion of the course and it has been a great experience from the get-go. Not only have I developed knowledge in a large range of subjects relevant to working with children in the classroom, I've also gained a lot of confidence and met some wonderful people along the way. The quality face-to-face teaching has been excellent, with great support and helpful, relevant course materials. The professional and personal experiences that my teacher and classmates have shared as we complete our practical placements, have given me an excellent insight into the education sector, and a realistic sense of what to expect once I'm working in a school. I'm looking forward to getting out there, and enjoying my new career direction.

My name is **Lauren Mearns** and I am the Trainer and Assessor of the Certificate IV in Education Support course here at SGSCC. I have always had a passion for the care and education of children, sparked by various babysitting jobs I did as a young girl. I studied child care in high school and then went on to complete an Associate Diploma in Social Science (Child Studies). During this time I worked in a private Preschool and then in a community Long Day Care Centre. My interest then turned to the more formal education of children, and so I completed my Bachelor Of Teaching with Distinction (Early Childhood). During my time at University I worked in various early childhood settings, including Preschool, Long Day Care, Before/After School Care, Vacation Care and Special Needs Vacation Care.

I have had fantastic experience working as a classroom teacher and qualified Reading Recovery teacher for the NSW Department of Education, across grades K-6. Although I loved teaching I wanted to extend and challenge myself by moving into adult education. After many years of experience caring for and teaching children, I was

excited to share my knowledge and skills with others. I completed a Certificate III in Disability and Certificate IV in Training and Assessment, with the intention to move into the vocational sector. I started at SGSCC four years ago as the Trainer/ Assessor of the Certificate IV in Education Support. This role has been one of the most rewarding career goals I have achieved and I enjoy every minute of sharing my experiences and knowledge.

I am enthusiastic and committed to providing my students with the best possible learning experience I can and ensuring they are job ready when they complete the course.

I feel proud and privileged to know that I have changed student's lives and supported them on the journey towards a career where they can make a difference in a child's life. This is the most rewarding and satisfying part of my role.

I strive to be a role model to my students and keep current in the industry through working as a School Learning Support Officer (LSO) and casual classroom teacher.





Aged Care & Disability Courses



CHC33015 Certificate III in Individual Support

This qualification reflects the role of support workers in the community and/or residential setting following an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason.

Delivery: Tue & Wed 9:30am-3pm

Duration: 2 term course

Units of Learning: 13

Requirements: 15 days of work placement on a Thursday

CHC43015 Certificate IV in Ageing Support

This qualification addresses primarily in residential facilities within the defined organisation guidelines and service plans. Care Supervisors are employed in residential facilities where they undertake work related to maintaining an individual's wellbeing.

Delivery: Sat fortnightly 9:30am-4pm

Duration: 4 term course

Units of Learning: 18

Requirements: Students must be working in the industry to enrol in this course as it requires workplace assessment to be conducted

CHC43115 Certificate IV in Disability

This qualification reflects the role of workers in a range of community settings and clients' homes, who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing.

Delivery: Sat fortnightly 9:30am-4pm

Duration: 3 term course

Units of Learning: 14

Requirements: Students must be working in the industry to enrol in this course as it requires workplace assessment to be conducted

Course fees are subsidised by the NSW Government. Under Smart & Skilled the NSW Government contributes to the cost of each course with the student paying the balance. Please call to receive your Smart & Skilled fee based on your personal circumstance.

Childhood Education Courses

Our Courses
Make You
Job Ready



CHC30113 Certificate III in Early Childhood Education and Care

Become an important part of children's development and learning. With more and more child care centres opening up to meet the demands of working families, there are many employment opportunities for qualified Early Childhood Educator – so get qualified and kick start your career!

- **Delivery:** Mon 9:30am-3pm
- **Duration:** 4 term course
- **Units of Learning:** 18
- **Requirements:** 15 days of work placement on a Tuesday

CHC50113 Diploma of Early Childhood Education and Care

Educators have responsibility for supervision of volunteers or other staff in a range of child care facilities such as full day care centres, occasional care facilities, crèches and early learning centres.

- **Delivery:** Sat fortnightly 9:30am-4pm
- **Duration:** 4 term course
- **Units of Learning:** 28
- **Requirements:** Must be working in the industry and have a current CHC30113 Certificate III in Early Childhood Education and Care to enrol in this course. Students must be working in the industry to enrol in this course as it requires workplace assessment to be conducted

CHC40213 Certificate IV in Education Support

This course will provide you with the knowledge and skills needed to work in an education support role in a school. At the successful completion of the course you will be able to assist teaching staff and provide supervision and care for students from kindergarten to Year 12 (K-12).

- **Delivery:** Thurs & Fri 9:30am-3pm
- **Duration:** 2 term course
- **Units of Learning:** 17
- **Requirements:** 15 days of work placement on a Wednesday

Course fees are subsidised by the NSW Government. Under Smart & Skilled the NSW Government contributes to the cost of each course with the student paying the balance. Please call to receive your Smart & Skilled fee based on your personal circumstance.



Community Services Courses

CHC42015 Certificate IV in Community Services

This course reflects the role of community service workers who design and deliver person-centred services to individuals and/or groups. Workers may provide support, advocacy or interventions to individual clients, groups or communities across a range of services.

Delivery: Thurs 9:30am-3pm
Duration: 3 term course
Units of Learning: 15
Requirements: 15 days of work placement on a Wednesday

CHC52015 Diploma of Community Services

This qualification is specifically designed to give you the right skills and knowledge to work with people, and assist them in seeking solutions to a range of personal and social issues. Community Services workers work in many aspects of people's lives, those living with disabilities, those suffering drug and alcohol dependency, those living with a mental illness and other areas within the community.

Delivery: Tues fortnightly 6pm-9pm
Duration: 8 term course
Units of Learning: 16
Requirements: Students must be working in the industry to enrol in this course as it requires workplace assessment to be conducted

CHC62015 Advanced Diploma of Community Sector Management

This qualification reflects the role of workers who are managers across a range of community sector organisations. These people work independently and report to executive management, directors or boards of management. They undertake a range of functions requiring the application of knowledge and skills to achieve results in line with the organisation's goals and strategic directions.

Delivery: 1st Sat of every month 9:30am-4pm
Duration: 4 term course
Units of Learning: 13
Requirements: Must be working in the industry to enrol in this course

CHC43315 Certificate IV in Mental Health

This course reflects the role of mental health workers who design and deliver person-centred services to individuals and/or groups. Workers may provide self-directed recovery support for people affected by mental illness and psychiatric disability?

Delivery: Wed & Thurs 9am-4.30pm
Duration: 4 term course
Units of Learning: 15
Requirements: 10 days of work placement

CHC53315 Diploma of Mental Health

This qualification is specifically designed to give you the right skills and knowledge to work with people, and assist them in seeking solutions to a range of personal and social issues. Workers may provide self-directed recovery support for people affected by mental illness and psychiatric disability. Mental health workers assist those living with a mental illness and other areas within the community.

Delivery: Sat fortnightly
Duration: 4 term course
Units of Learning: 20
Requirements: Students must be working in the industry to enrol in this course as it requires workplace assessment to be conducted

Course fees are subsidised by the NSW Government. Under Smart & Skilled the NSW Government contributes to the cost of each course with the student paying the balance. Please call to receive your Smart & Skilled fee based on your personal circumstance.

First Aid & Health Services Courses

Our Courses
Make You
Job Ready



HLT33115 Certificate III in Health Services Assistance

This course will equip you with knowledge about allied health administration, medical terminology and basic business skills. As a nursing assistant you'll provide assistance to clients according to their care plan and under the supervision of a health professional. You'll learn how to perform patient observations, how to work effectively with culturally diverse clients and how to use medical terminology.

- **Delivery:** Mon & Tue 9am-4:30pm
- **Duration:** 4 term course
- **Units of Learning:** 15
- **Requirements:** 10 days of work placement

First Aid Courses

HLTAID001 Provide Cardiopulmonary Resuscitation

- **Delivery:** 1st Monday of every month 6pm-9pm
- **Duration:** 3 hour course
- **Fee:** \$60

HLTAID003 Provide First Aid

- **Delivery:** 1st Saturday of every month 9am-3:30pm
- **Duration:** 6.5 hour course
- **Fee:** \$130

HLTAID004 Provide an Emergency First Aid Response in an Education & Care Setting

- **Delivery:** Second Saturday of every month 9am-5pm
- **Duration:** 8 hour course
- **Fee:** \$150

We can deliver to any group of 15+ people on your site or ours

You will be required to complete the pre course work prior to attending the First Aid Training (This will take approx. 3-4 hours)

Course fees are subsidised by the NSW Government. Under Smart & Skilled the NSW Government contributes to the cost of each course with the student paying the balance. Please call to receive your Smart & Skilled fee based on your personal circumstance.



Business & Management Courses



ICT20115 Certificate II in Information, Digital Media and Technology

Gain an introduction to computer systems and hardware, digital media technology and how to problem-solve routine IT malfunctions. You will learn how to operate database applications, maintain IT system integrity and detect spam. These new skills could lead you to work as an office assistant, records assistant or in junior office support.

Delivery: Tues 9:30am-2:30pm

Duration: 3 term course

Units of Learning: 14

BSB20115 Certificate II in Business

This qualification will prepare individuals for an entry-level position in business administration with training in customer service, communication, computer skills, spreadsheet creation, business record-keeping and WHS. It will enable individuals to enter the workplace in an administrative role within a broad range of industries, or advance current career standing and opportunities.

Delivery: Wed 9:30am-2:30pm

Duration: 3 term course

Units of Learning: 12

BSB42618 Certificate IV in New Small Business

This qualification reflects the role of a small business manager who uses well-developed skills and a broad knowledge base in a wide variety of small business contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others within a small business.

Delivery: Tues fortnightly 6pm-9pm

Duration: 2 term course

Units of Learning: 10

Course fees are subsidised by the NSW Government. Under Smart & Skilled the NSW Government contributes to the cost of each course with the student paying the balance. Please call to receive your Smart & Skilled fee based on your personal circumstance.

BSB42015 Certificate IV in Leadership and Management

This course will train you to monitor health and safety, implement an operational plan, manage projects, promote team effectiveness and show leadership in the workplace. This course would suit you if you are placed in the first line of management.

Delivery: Wed fortnightly 6pm-9pm

Duration: 3 term course

Units of Learning: 12

BSB40515 Certificate IV in Business Administration

This qualification reflects the role of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources.

Delivery: Wed fortnightly 6pm-9pm

Duration: 3 term course

Units of Learning: 10

BSB50215 Diploma of Business

Get the skills and knowledge you need to successfully run and develop a business. With this diploma, you will learn how to make smarter business decisions, that gets you noticed by your peers and team. This qualification is the ideal qualification to develop your own business.

Delivery: Sat monthly 9:30am-4pm

Duration: 4 term course

Units of Learning: 8

BSB51918 Diploma of Leadership and Management

This course will instil in you the expertise needed to tackle the unpredictable and capitalise on new ideas, with training in leadership, planning, communication, and organisation. By completing this course, you will have the opportunity to build on your definitive knowledge, skills and experience to step up to a high-level supervisory or management role in a variety of enterprises and industries.

Delivery: Sat monthly 9:30am-4pm

Duration: 4 term course

Units of Learning: 12

BSB50618 Diploma of Human Resources Management

Work in a variety of roles within the human resource sector applying a range of managerial skills to ensure that human resources functions are effectively conducted in an organisation or business. Manage the recruitment, selection and induction process as well as lead and manage organisational change within the business.

Delivery: 1st Sat of every month 9:30-4pm

Duration: 4 term course

Units of Learning: 9

BSB52415 Diploma of Marketing and Communication

This course is for individuals who have a sound theoretical knowledge base in marketing and communication. Demonstrate a range of managerial Marketing & Communication skills. You are required to complete 5 core units from BSB42415 Certificate IV in Marketing & Communication.

Delivery: 1st Sat of every month 9:30am-4pm

Duration: 4 term course

Units of Learning: 12

Course fees are subsidised by the NSW Government. Under Smart & Skilled the NSW Government contributes to the cost of each course with the student paying the balance. Please call to receive your Smart & Skilled fee based on your personal circumstance.



Training & Assessment Courses

TAE40116 Certificate IV in Training and Assessment



- Become a Trainer/Assessor in Australia's accredited Vocational Training system
- 4 term course – Saturday fortnightly 9:30am-4pm
- 10 Units of learning

Students can enrol at the beginning of each cluster

Cluster 1 – Learning Design

Cluster 2 – Learning Delivery

Cluster 3 – Assessment

This qualification reflects the roles of individuals delivering Training & Assessment services in the Vocational Education and Training (VET) sector.

Entry Requirements:

- Those entering this program must be able to demonstrate vocational competency in their proposed training and assessing area
- Vocational competency is defined as broad industry knowledge and experience, and may include, but not be limited to, holding a relevant unit of competency or qualification
 - You will need to provide proof of your vocational competency on enrolment eg. A copy of your qualification and transcript
- Access to computer, Facebook and internet
- Effective language, literacy and numeracy to skills to plan, research and write a range of documentation and present information

TAE40110 Certificate IV in Training and Assessment to TAE40116 Certificate IV in Training and Assessment

- Provide your TAE40110 certificate and transcript
- Provide your transcript for or complete each of the following
 - TAE40110 Address Adult Language, Literacy and Numeracy Skills
 - TAEASS401 Plan Assessment Activities and Processes
 - TAEASS403 Participate in Assessment Validation
 - TAEASS502 Design and Develop Assessment Tools
- Provide your transcript showing a TAE40116 elective unit or complete TAEDEL301 Provide Work Skill Instruction with SGSCC

Delivery Mode: Self-directed learning

Individual Unit Fee for all Upgrades:

Number of Units Required	Price (\$)
1	400
2	600
3	800
4	1000
5	1200



Computer Courses

Whether you're a complete beginner in the world of technology, a time poor professional looking to upgrade your skills, or a keen small business owner curious about social media, SGSCC has a short computer course for you. Our experienced Trainers are passionate about helping you build your skills and provide you a personalised learning experience. SGSCC also offers the flexibility of daytime, evening and Saturday classes.



ACCOUNTING

Accounting for Non Accountants - Understanding Financial Reports

This course is for people from non-financial backgrounds, helping you to understand and prepare financial reports, learn the basic principles of bookkeeping.

Fri starts 22 Nov, 9 am - 3 pm
2 sessions **Jannali Centre**
\$270* **Sigrid Goerges**

MYOB Computerised Bookkeeping V2019.1- Great for Small Business

The ideal course for Small Business Owners. Set up a business on MYOB Account Right, customise the chart of accounts, enter invoices, purchases and bank reconciliations. Track GST and produce a BAS report. Set up payroll, process pay runs and report via Single Touch Payroll.

Fri starts 01 Nov, 9 am - 3 pm
3 sessions **Jannali Centre**
\$450* **Sigrid Goerges**

Xero - Manage Your Business On The Go

Simplify your finances, turn the complicated into easy. Using Xero an online accounting software for small businesses you will learn how to streamline your business accounts, inventory management, and have total visibility of your accounts.

Fri starts 18 Oct, 9 am - 3 pm
1 session **Jannali Centre**
\$150* **Sigrid Goerges**
Fri starts 13 Dec, 9 am - 3 pm
1 session **Jannali Centre**
\$150* **Sigrid Goerges**

Xero Payroll

In this course you will learn about your payroll obligations, how to set up your payroll and to navigate the payroll dashboard. Enter payroll information, payroll calendars and pay items, add employee details, set up leave entitlements and process pay runs. Prepare payslips and the batch payment in Xero. Prepare end of year procedures including payment summaries.

Fri starts 25 Nov, 9 am - 3 pm
1 session **Jannali Centre**
\$150* **Sigrid Goerges**

ADOBE

Adobe Illustrator CS6 - Create Vector Images

This vector graphics software will give you new creative freedom, letting you realise your ideas quickly and powerfully. Adobe Illustrator uses intelligent palettes and optimises workspaces, plus has tight integration with other software to produce extraordinary graphics for print, video, the web and mobile devices.

Sat starts 26 Oct, 9 am - 4 pm
2 sessions **Jannali Centre**
\$280* **Lynda Grasshopper**

Adobe InDesign CS6 - Create And Print Brochures

Learn to create posters, flyers, brochures, magazines, newspapers and books when integrated with Adobe Illustrator and Adobe Photoshop.

Sat starts 07 Dec, 9 am - 4 pm
2 sessions **Jannali Centre**
\$280* **Lynda Grasshopper**

Adobe Photoshop CS6 - Create And Enhance Photos

Would you like to make your photos more exciting? Learn how to manipulate your photos to combine images, resize, rotate and blend photos with layers! This course is ideal for everybody, also photographers, graphic designers and web designers.

Sat starts 16 Nov, 9 am - 4 pm
2 sessions **Jannali Centre**
\$280* **Lynda Grasshopper**

* No Discounts



COMPUTER & DEVICES 101

Computer Basics Part 1

If you want to get an idea and gain basic knowledge of how to use a computer, then this course is for you. Our experienced tutor will explain everything step by step, so no prior knowledge is needed.

Wed starts 23 Oct, 9:30 am - 2:30 pm

1 session

Jannali Centre

\$150*

Samantha Epton

Computer Basics Part 2

This course is the next step to understanding the basic operations of a computer, such as developing simple text documents in Microsoft Word, searching the internet and emailing in Microsoft Outlook.

Wed starts 30 Oct, 9:30 am - 2:30 pm

1 session

Jannali Centre

\$150*

Samantha Epton

Tech Savvy Seniors - Apple iPad/iPhone Part 1 - Settings, Messages & Notes

Have you recently bought or been given an iPad or iPhone and don't know how to use it? Learn the basics and tips and tricks to using your iPad and iPhone.

Wed starts 13 Nov, 9:30 am - 12:30 pm

1 session

Jannali Centre

\$45*

Samantha Epton

Tech Savvy Seniors - Apple iPad/iPhone Part 2 - Mail & Camera

Continue your learning experience and enrol into our Part 2 - Mail, Editing & Camera class and learn about the Mail app and Camera app.

Wed starts 27 Nov, 9:30 am - 12:30 pm

1 session

Jannali Centre

\$45*

Samantha Epton

Tech Savvy Seniors - Apple iPad/iPhone Part 3 - Calendar, Contacts & App Store

Get really organised and learn how to use the Calendar, Contacts and App Store.

Wed starts 04 Dec, 9:30 am - 12:30 pm

1 session

Jannali Centre

\$45*

Samantha Epton



Tech Savvy Seniors - Samsung Tablet - Master Your Samsung Tablet (BYO Tablet)

Learn the basics of how to use your Samsung Tablet. You will be looking at how to understand the operating system, camera (taking photos and videos), contacts (setting ringtones for each of your contacts) and the gallery. You must bring along your own Samsung Tablet device to play on.

Fri starts 29 Nov, 9:30 am - 12:30 pm

1 session

Jannali Centre

\$45*

Samantha Epton

Touch Typing for Adults

Are your typing skills slowing you down? Learn how to touch-type without looking down in the ergonomic way, making your typing faster and more accurate!

Mon starts 21 Oct, 7 pm - 9 pm

6 sessions

Jannali Centre

\$250*

Jennifer Nichols



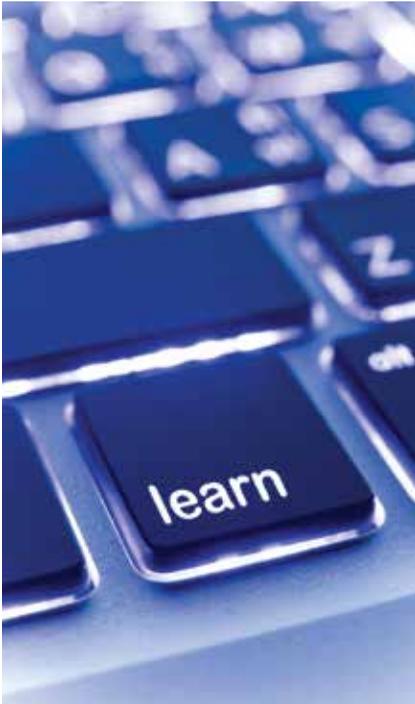
TYPING SPEED TEST

Looking to Join The Police Force?

Complete a Typing Speed Test that meets BSBITU307 Standard. This test is applicable if you are required to obtain a keyboard skills certificate which meets the BSBITU307 Standard, with a pass mark of 25 wpm and 98% accuracy.

To book an appointment (within office hours) please contact Rebecca on (02) 9528 3344 or email rsimmer@sgscc.edu.au

1 session \$75*



E-MARKETING

Social Media for Business - Market Your Business for Free

Develop a strategy around social media that will get customers engaged and generate leads for your business.

Wed starts 06 Nov, 6 pm - 9 pm

3 sessions

\$225*

Jannali Centre

Mark Warncken

MICROSOFT OFFICE

Excel Essentials - Organise And Calculate Your Data

This course is designed for the complete Excel beginner who would like to learn to use this spreadsheet application. Learn to comfortably create, edit, print and chart data and formulas in workbooks and more.

Mon starts 18 Nov, 9:30 am - 2:30 pm

1 session

\$120*

Jannali Centre

Marcio Salgado

Excel Intermediate - Maintain Your Data

This course is designed for those who have completed Excel Essentials or have previous Excel knowledge. You will learn conditional formatting, work sheet, charting and chart text and formula techniques and more.

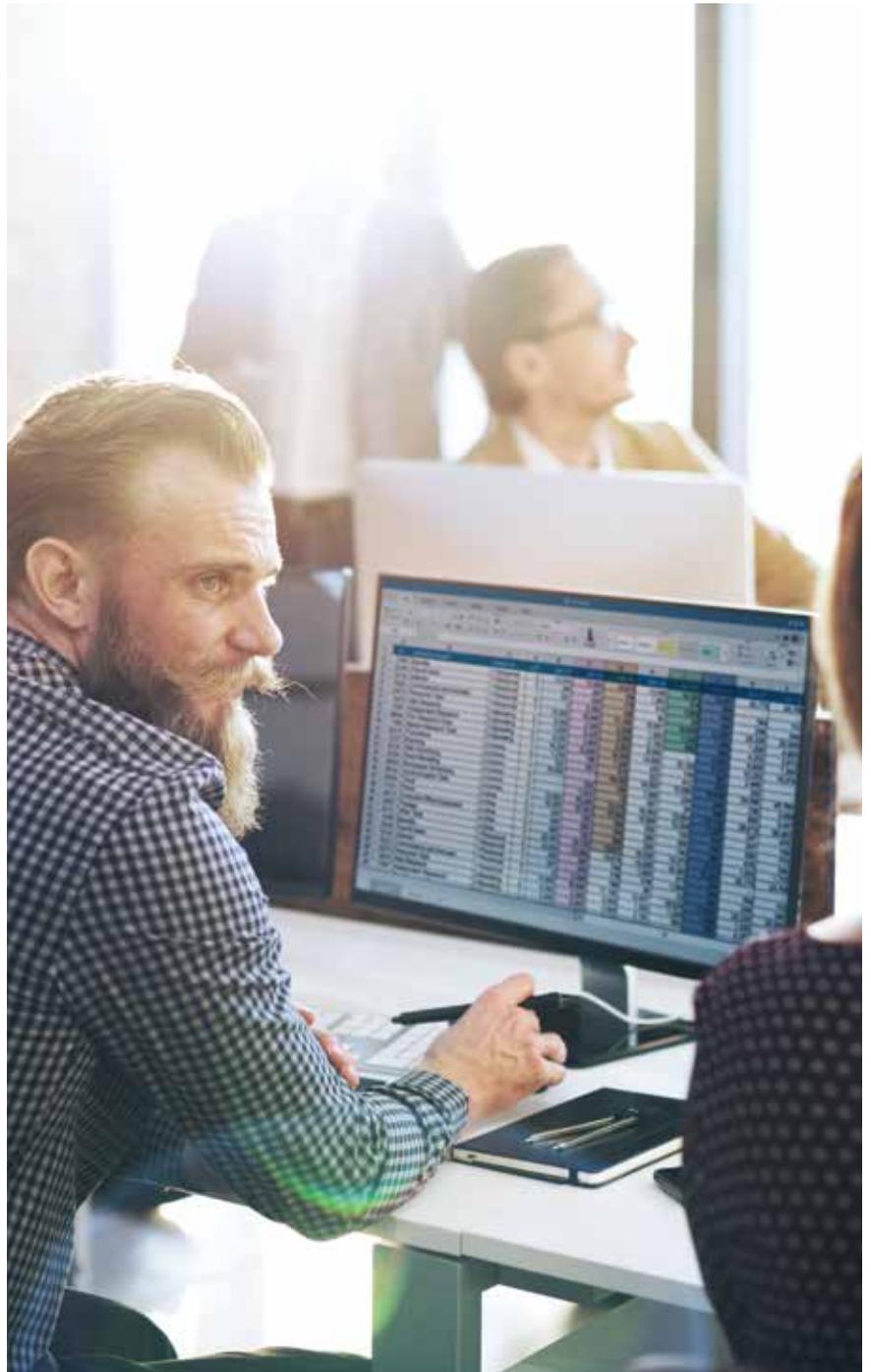
Mon starts 25 Nov, 9:30 am - 2:30 pm

1 session

\$120*

Jannali Centre

Marcio Salgado



Excel Advanced - Use Advanced Functions

A course for the competent excel user who would like to take their skills to the next level. Learn data linking, pivot tables, macros and more. You must have completed Excel Intermediate before attending Advanced.

Mon starts 02 Dec, 9:30 am - 2:30 pm

1 session

\$120*

Jannali Centre

Marcio Salgado

Job Ready - Word, Excel, PowerPoint, Outlook

Knowing how to use Microsoft Office will help you get one step closer to getting that job you're after. Used by 90% of companies worldwide, it is in the top three skills desired by employers. Learn all aspects of MS Office, Excel, Word, PowerPoint and Outlook in our three day course.

Mon starts 21 Oct, 9:30 am - 2:30 pm

3 sessions

\$315*

Jannali Centre

Marcio Salgado

* No Discounts