Improve Your Computer & Business Skills
Government Subsidised Training
Enrolment Fee only $190

Flexible Part Time Study - 9 Sessions (4hours per session fortnightly)
Day and evening classes available
(Day 9:30am - 1:30pm/Evening 6.00pm -10.00pm)
All students receive detailed curriculum notes and access to a notebook computer to enable them to complete homework between training sessions.

Course Overview
- Introduction to Computers
- Produce Word Documents
- Produce Excel Spreadsheets
- Create Powerpoint Presentations
- Customer Service
- Workplace Skills

Who is this Course Designed for?
- Managers
- Administration Staff
- Sales Staff
- Customer Service Staff
- Self-employed/Business Owner

This training is delivered with Victorian and Commonwealth Government Funding
Contact our office for more information and to check if you meet the eligibility criteria

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