

Business Skills for the Workplace



caring, flexible, professional

Level 2



Who is this course for?

This course is for those who have either completed our Level 1 course or are confidently using the skills outlined in Level 1.

This is a great course to take your skills to the next level and improve your employability. At this level you will be learning more intermediate topics in commonly used software programs as well as other business skills.

Duration and Times

This Level 2 course is delivered over 6 weeks. One day a week for 6 weeks. Class times are from 9am to 3:30pm.

Fee

\$1,850.00 (payment plans are available)

Projects and "Homework"

This is not a nationally accredited course so there is no need for ongoing assessment. You will be given a project to complete before the next week as homework to practice your skills.

Course Outline

By the end of this course, you will have covered:

- **Touch Typing** Mastery
- Microsoft **Word** Level 2
- Microsoft **Excel** Level 2
- **MYOB** Level 2
- Personal Organisation with **Outlook 2016**
- Project Management with **Project 2016** Level 1
- **PowerPoint** 2016 Level 1
- **Wellbeing in the Workplace**
- Understanding your **rights** in the workplace, awards, rates, contracts etc

Course Dates

Please visit our website for upcoming dates.

Graduation

A small in-house graduation celebration will be held on completion of this course.