

Business Skills for the Workplace



caring, flexible, professional

Level 3



Who is this course for?

This course is for those who have either completed our Level 2 course or are confidently using the skills outlined in Level 2.

This is a great course to take your skills to the next level and gain the confidence to apply for rewarding and long-lasting jobs or to improve your productivity in your current job. At this level you will be learning more advanced topics in commonly-used software programs as well as other business skills.

Duration and Times

This Level 3 course is delivered one day a week over 7 weeks. Class times are from 9:00am to 3:30pm.

Fee

\$1,900.00 (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 an optional project each week to practice and submit the following week.

Course Outline

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

- Microsoft **Word** Level 3
- Microsoft **Excel** Level 3
- **MYOB** Payroll
- **Xero** Basics
- Project Management with **Project 2016** Level 2
- **Cashflow and Financial Management** using Excel 2016
- **Publisher 2016** Level 1
- Social Media Marketing for business including **Facebook, Instagram** and **Google Ads**
- Using **LinkedIn** as a job finding tool

Course Dates

Please visit our website for upcoming dates.

Graduation

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