



Navigating MS Office for Beginners & Intermediate - 20VOCMSO ACFE Pre-Accredited Course

Are you interested in upskilling in Microsoft Office to find work in administration?

The FREE pre-accredited Navigating MS Office online course is ideal for individuals who are interested in employment in the administrative field. It will cover evaluation, planning, deployment and operation of the MS Office applications at basic and intermediate levels.

The students will be divided into two groups according to their skills (beginners and intermediate levels) during the first session of the course and the session deliveries will take place at the same time using the "Differentiated Instructions Method".

The topics will involve:

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint

Online Course Start Date:

Monday 6th July 2020, 5pm - 8pm

Eligibility: You must be an Australian or New Zealand citizen, or a holder of an Australian permanent visa.

For further information and registration please contact:

Emilie
AMCS-ACFE Coordinator
E: training@amcservices.org.au

Course Dates:

The newly designed "Navigating MS Office for Beginners & Intermediate" will be delivered online via the Zoom platform on Mondays on the following dates and times:

Monday the 6th of July-2020 from 5:00pm to 8:00pm

Monday the 13th of July-2020 from 5:00pm to 8:00pm

Monday the 20th of July-2020 from 5:00pm to 8:00pm

Monday the 27th of July-2020 from 5:00pm to 8:00pm

Monday the 3rd of August-2020 from 5:00pm to 8:00pm

Monday the 10th of August-2020 from 5:00pm to 8:00pm

Monday the 17th of August-2020 From 5:00pm to 7:00pm

