



Adult Community Education

AMCS has free pre-accredited online short courses for you to learn new skills and strengthen your employment options.

Courses Offered

Careers in Aged Care

Update your professional skills in the home care industry.

Course time: Saturdays 10am – 2pm. Six sessions, four hours each.

Employment Pathways

Discover employment opportunities and gain the appropriate skills to attain paid work.

Course time: To be confirmed. Five sessions, three hours each.

Introduction to MYOB Software

Complete financial and accounting tasks like invoicing, budgeting and payroll.

Course time: Saturdays 10am – 2pm. Five sessions, four hours each.

Multicultural Leadership Course

Learn how to apply for government funding and the support services available in the not-for-profit sector.

Course time: Tuesdays 5pm – 9pm, Saturdays 1pm – 5pm. Eight sessions, four hours each, plus one session for three hours.

Navigating Microsoft Office

Microsoft Word, PowerPoint, Excel and Outlook.

Course time: Wednesdays and Fridays, 10am – 2pm or 5pm – 9pm. Five sessions, four hours each.

Skills for Work and Study

Improve your reading, writing and maths skills, and identify your career goals.

Course time: Thursdays and Fridays, 10am – 2pm and 5pm – 9pm. 35 sessions, four hours each.

Eligibility:

- Australian or New Zealand citizen
- Hold an Australian permanent visa
- Live in the City of Maribyrnong, Brimbank, Hobsons Bay, Melbourne, Melton, Moonee Valley and Wyndham.



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