THE PROGRAM

Join our friendly and supportive groups to gain basic computer and computer program skills for personal and work situations.

Basic computing - Computer cafe

Joins us at the Computer cafe where you can explore and find out how to do day-to-day tasks and activities on the computer. We have relaxed friendly learning environment with plenty of time for one-on-one support, instruction and answering questions no matter how big or small.

Duration and cost: 8 x 3 hours; F/$120, G/$100

Introduction to Microsoft Word, Excel and more . . .

Learn how to generate documents and spreadsheets in this suite of programs, including performing functions such as tables, formulas and calculations.

Duration and cost: 5 x 5 hours; F/$130, G/$100

MYOB

With this introduction to the MYOB accounting program - you will learn the aspects of the program you need to get started, including setting up a new account or business, processing accounts receivable and payable, tracking GST and generating a BAS.

Duration and cost: 6 weeks x 4.5 hours; F/$520, G/$355

These courses are delivered by The Centre for Continuing Education Inc, a North East Victorian regional not-for-profit community college, in partnership with the Mitchell Shire and the Broadford Living and Learning Centre.

This training is delivered with Victorian and Commonwealth Government Funding. Individuals with disabilities are encouraged to access government subsidised training.

FOR MORE INFORMATION

Contact:
Trish Sait
Program Coordinator
Ph: 03 5721 0200
E: trish.sait@thecentre.vic.edu.au
W. www.thecentre.vic.edu.au

The Centre for Continuing Education Inc. TOID: 4172