

Microsoft® Excel Skills for Business (Blended Program)

Winter Series

Three weeks Weekends or Weeknights | \$350+GST per person | Maximum 4 in the class

- Is using Excel part of your **job**?
- Are you **Self Taught**, or did you do some training a **long time ago**?

Then perhaps it is time to learn better, faster, smarter and quicker ways of using Excel...

- Would you like a **pace** that suits your learning speed and not others?
- Would you like the **choice** of choosing what you want to learn?
- Would you like **convenience** of learning face to face but also on your own?
- Would you like the **flexibility** to learning outside of business hours?
- Would you like to look at **real** examples you use in the workplace?

Then this is the program for you...

Prior to your first session we will work with you to prepare an individual three-week training program that is pitched at your skill level and contains the information you want to learn.

You can then choose three weekend or weeknight sessions

- Saturday 10am to 12noon on the 16th, 23rd and 30th June
- Thursday night 6pm to 8pm on the 14th, 21st, and 28th June
- If there is a vacancy available, you might be able to swap a weekend for a weeknight

At your first session you will receive your individual program this includes your:

- Program Notebook
- Course Notes
- Videos
- Quizzes
- Exercises and Exercise Files
- Computer and workstation

In this session you will start your program with the assistance of your tutor face to face

Between Session 1 and Session 2, you can work at your pace and at any location you have access to a computer as your resources will all be available online, you can read, watch videos, do quizzes and exercises

Session 2, we will look at your progress, answer any questions you have, look at any real examples you bring with you and do more hands-on exercises and learning

Between Session 2 and Session 3, again read, watch videos, do quizzes and hands on exercises

At the final Session 3, we will look at your progress, answer any questions you have, look any real examples you bring with you and do more hands-on exercises and upon completion a certificate will be awarded

If this Excel Skills for Business program sounds like the program for you then contact Cathi Barker to discuss further

This program may be offered in July and August depending on demand

Places are limited to a maximum of four, so this program operates on a "First in First Served Basis".



WINTER what better time to learn



no distractions ... what works best ... Weekend or Weeknight...

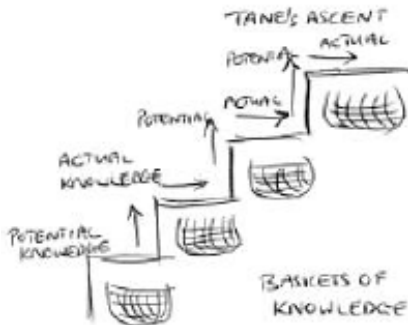
FACE TO FACE SESSIONS...

REAL AUTHENTIC EXAMPLES

Q + A

TAILORED TO THE LEARNER

PROGRESS TRACKED...



BLENDED WITH ...

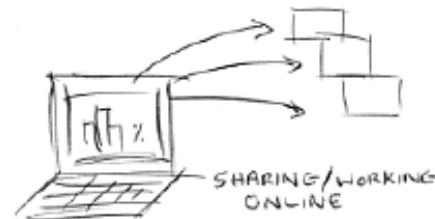
SELF PACED

SELF MANAGED

ONLINE RESOURCES



VIDEOS + QUIZZES + EXERCISES + TUTOR SUPPORT



RESULTS IN ...

LEARNING GOALS ACHIEVED

CERTIFICATE OF COMPLETION

