



Office Skills Essentials Skill Set

State ID: IAD98

About this course

Want to learn a range of essential office skills but struggling to find the time?

Well problem solved! Derby and Fitzroy Crossing campus are now holding after hours night classes to get you ready for work.

This course is very practical and will prepare you to work effectively and efficiently in the workplace.

Join us Monday evenings from 5.00pm - 8.00pm

Overview

Semester 2, 2020

Derby Campus

 When: **2 September - 2 October, 2020**

 How: **Face-to-face classroom delivery**



**North
Regional**

*We're working for
Western Australia.*

Fitzroy Crossing Campus



When: 31 August - 2 October, 2020



How: Face-to-face classroom delivery



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