

RURAL SUPPORT TRAINING

Community Development Program 4

If you are thinking about learning new skills, upskilling or diversifying and expanding your business, this program offers new opportunities. Building your skills up can set you up for volunteering, part time work or new streams of income. If you are looking to learn or brush up on your Microsoft Word and Excel skills, this is a great opportunity.

These non-accredited units will provide you with the skills and knowledge to:

- Utilise Microsoft Office Word at beginner and intermediate level
- Utilise Microsoft Office Excel at beginner and intermediate level

Duration: 2 Days

Fully funded under the Rural Support Training Program. Eligibility criteria applies.

Monday	Tuesday	Wednesday	Thursday	Friday
		Microsoft Office - Word: Beginners Workshop (NONAC08039)	Microsoft Office - Excel: Beginners Workshop (NONAC08058)	
		Microsoft Office - Word: Intermediate Workshop (NONAC08040)	Microsoft Office - Excel: Intermediate Workshop (NONAC08059)	

When	Where
Wednesday 21st October and Thursday 22nd October 8:30am to 3:30pm	QUILPIE Location Quilpie Heritage Inn 34/36 Brolga St, Quilpie QLD 4480
Please enquire as soon as possible as places are limited. Applications required by 2 nd October 2020	

For more information or to apply call (07) 4160 4450

or email ruralsupporttraining.southwest@tafe.qld.edu.au

 1300 308 233

 tafeqld.edu.au

