



Certificate II in Business Partial Qualification

Jobs South West Community Services is offering a Nationally Recognised partial Certificate II in Business Qualification.

Cost:

Free to eligible candidates, eligible candidates must be 45 and over

Business Units:

- Produce simple word processed documents
- Create and use spreadsheets
- Organise and complete daily work activities
- Maintain daily financial/business records

Duration:

9 weeks commencing Tuesday 25 August 2009

Session times:

9:00 am to 4:00 pm every Tuesday

More information:

Diane or Ruth on 9721 5033

