

Enrol now by contacting the
Director's Assistant on
08) 8342 6488

Enquire about accredited
courses and non-accredited
training also offered by ITR.



**Registered
Training
Organisation**

Innovative Training & Recruitment

186 Prospect Road
PROSPECT SA 5182

Michelle Vlassco

Director's Assistant
Phone: 08) 8342 6488

Fax: 08) 8342 3622

E-mail: michellev@appliedinnovativeservices.com.au

Innovative Training & Recruitment

Registered Training Organisation



**Getting to know more
advanced computer
applications**



Want to develop more advanced computer skills?



Innovative Training and Recruitment offer a mix of nationally recognised computer training and non-accredited training in this course.

Appropriate for people with basic word processing and spreadsheet skills who wish to update their knowledge in these topics.

Have you heard how useful and fun database and desktop publisher applications can be? These days most businesses require personnel with skills and knowledge in these topics. Obtain national recognition for these units!

Enjoy more one on one time with your trainer with only 4 participants per session. That's a 4:1 ratio!

Further study

This training is a pathway to further study thereby broadening your career opportunities!

Further study would include the following applications;

- Advanced Word Processing
- Advanced Spreadsheets
- Intermediate Database
- Intermediate Desktop Publishing

Let ITR's highly skilled and qualified trainers show you how!



Units of competency:

BSBITU309A	Produce Desktop Published documents
ICAU1131B	Operate a Database application

Non-accredited units:

Intermediate Word Processing application
Intermediate Spreadsheet application

15 hours of face to face training including activities to be completed at home. These activities will be reviewed and assessed by your trainer!

Course Cost

\$390 per person, including GST.

Course Duration

The four units will be delivered over a period of one week.

Expand your knowledge, broaden your horizons!



Assessment

Units of competency will have assessment activities that are required to be completed and submitted to the trainer within one month following the completion of training.

Activities will be assessed within 2 weeks of submission by the participant.

A "Statement of Attainment" will be issued upon successful completion of the assessment activities for units of competency.

A "Certificate of Attendance" will be issued for non-accredited units.

Employability Skills

Employability skills to be gained during the training include:

- Communication
- Teamwork
- Problem solving
- Initiative & enterprise
- Planning & organising
- Self management
- Learning
- Technology