

EXCEL 2007 SIMPLE SPREADSHEETS

This short course covers creating and using simple spreadsheets and charts with Microsoft Excel 2007.

What job could training lead to?

This course may assist as a pathway into jobs where spreadsheets are used such as office worker, or simply enjoy learning new skills.

Am I eligible?

Basic computer skills are desirable.

What will I receive?

On successful completion learners will receive a Statement of Attainment for competencies completed.

Can I go on to further training?

Yes. This course covers units from the national training package so you may gain recognition of your studies towards Certificate III in Business or other business qualifications. Depending on your desired outcomes, CQ TAFE has a wide range of training pathways that may suit you.

How long will the training take?

Duration is usually three hours per week for nine weeks.

Where, when and how can I train?

General Public

| Location | Notes |
|-------------------------------|---|
| Central Highlands Main Campus | 05/08/2009-24/09/2009, Part time, Night, On campus (Classroom / Training Facility), 9 weeks / 1 night a week, Wednesday 6:00pm-9:00pm (First Class only) Thursday 6:00pm-9:00pm |
| Central Highlands Main Campus | 06/10/2009-10/12/2009, Part time, Night, On campus (Classroom / Training Facility), 2 weeks / 1 night a week, Tuesday 6:00pm-9:00pm - Venue: Winton State High School |
| Central Highlands Main Campus | 14/10/2009-02/12/2009, Full time, Night, On campus (Classroom / Training Facility), 8 weeks / 1 night a week, Wednesday 6:00pm-9:00pm - Venue: Dysart State High School |
| Central Highlands Main Campus | 15/10/2009-03/12/2009, Part time, Night, On campus (Classroom / Training Facility), 8 weeks / 1 night a week, Thursday 6:00pm-9:00pm |

What else might I find useful?

Information about student support, recognition of prior learning, financial assistance, concessions, study and library assistance can be found at: www.cq.tafe.qld.gov.au/students

To ensure a place in this course an enrolment form must be completed and full payment received. Enrolments can be made over the phone with a credit card, in person or via mail. Fees may be paid by credit card, cash, EFTPOS or money order.

Materials / Other Requirements:

All students attending campus must wear covered footwear in accordance with the TAFE safety policy.

Units of competency

Required Units

| Unit | Description |
|------------|-----------------------------|
| BSBITU202A | Create and use spreadsheets |

How do I apply and where can I find more information?

Phone the Customer Contact Centre on 1300 CQ TAFE (1300 27 8233) or visit our website: www.cq.tafe.qld.gov.au

Please note: - While competencies listed in the brochure are offered by CQ TAFE, all may not be offered through individual campuses or during the current semester. Unit hours displayed are the typical supervised nominal hours for typical attendance but actual hours can vary. The information contained within this brochure was correct at the time of printing.

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