



All-in-One Courses
(2 hours each)

Targeted-Skills Courses
(1 hour each)

JOB TYPE:	Excel	Power-Point	Word	Total	Excel	Excel	Excel	PowerPoint	Word	Word	Word	Total	Total
	All-in-One	All-in-One	All-in-One		Hours	Setup a Dataset	Chart Data in Graphs	Tracking Log	Org Charts & SmartArt	Setup a Large Doc	Create a Form		
Account Manager				6								1	7
Accountant				4								1	5
Accounting Clerk				4								1	5
Admin Assistant				6								5	12
Office Clerk				4								1	5
Business Analyst				6								4	10
Business Developer				6								1	7
Business System Analyst				6								4	10
Call Centre Rep				4								1	5
Data Entry Clerk				2								1	3
Front Desk Clerk				4								0	4
Graphic Designer				4								3	7
Health Care Aide				4								1	5
IT Help Desk				2								2	4
HR Administrator				6								3	9
HR Manager				6								2	8
IT Consultant				6								5	11
Legal Secretary				6								3	9
Medical Secretary				6								2	8
Nurse				4								1	5
Office Clerk				4								1	5
Office Coordinator				4								2	6
Office Manager				6								5	11
Programmer				2								1	3
Project Assistant				4								2	6
Project Control				4								2	7
Project Manager				6								5	11
Receptionist				4								1	5
Research Assistant				6								3	9
Sales Representative				6								1	7
Secretary				6								6	12
Software Trainer				6								5	11
Switchboard Clerk				4								1	5
Technical Writer				6								5	11
Warehouse Clerk				6								2	8
Warehouse Manager				6								3	9

To Register, Email Gloria@gssoftwareconsulting.ca

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