Recommended Course Selection Map by Job Type

Job Type	Word All-in-One 3 hrs	Excel All-in-One 3 hrs	PowerPoint All-in-One 3 hrs	All-In-One Time (hours) Commitment
Account Manager				9
Accountant				6
Accounting Clerk				6
Admin Assistant/Secretary				6
Business/Systems Analyst				9
Business Development Manager				9
Call Centre Agent				6
Computer Programmer				6
Data Entry Clerk				6
Electrical Engineer				6
Front Desk Agent				6
Graphic Designer				6
Health Care Aide				6
Help Desk Agent				6
HR Administrator				9
HR Manager				9
IT Consultant				9
Legal Office Assistant				9
Medical Office Assistant				9
Nurse				6
Office Clerk				6
Office Coordinator				6
Office Manager/Project Admin				9
Personal Support Worker				6
Project Manager (construction)				6
Project Manager (non-technical)				6
Receptionist (Office)				6
Recruitment Specialist				6
Researcher (marketing)				9
Sales Representative				9
Social Worker				6
Software (Computer) Trainer				9
Technical Writer				9
Switchboard Clerk				3
Warehouse Clerk				6
Warehouse Manager				9

Not seeing the Job Type you're looking for?

Email gloria@gssoftwareconsulting.ca for course selection assistance

Want to Register for a GS Course? Visit the GS Bookings Calendar

Or Email gloria@gssoftwareconsulting.ca - Text or Call: **519.200.2962**