



# Free short courses

AMCS has free pre-accredited online short courses for you to learn new skills and strengthen your employment options.

## Courses Offered

### Careers in Aged Care

Update your professional skills in the home care industry.

**Course time:** Saturdays, 10am – 2pm.  
Six sessions, four hours each plus one hour q&a.

### Employment Pathways

Discover employment opportunities and gain the appropriate skills to attain paid work.

**Course time:** Saturdays, 10am – 2pm.  
Sessions to be confirmed.

### Introduction to MYOB Software

Complete financial and accounting tasks like invoicing, budgeting and payroll.

**Course time:** Saturdays, 10am – 2pm.  
Five sessions, four hours each.

### Multicultural Leadership Course

Learn how to apply for government funding and the support services available in the not-for-profit sector.

**Course time:** Saturdays, 10am – 2pm,  
Eight sessions, four hours each, plus one session for three hours.

### Navigating Microsoft Office

Microsoft Word, PowerPoint, Excel and Outlook.

**Course time:** Fridays or Saturdays, 10am – 2pm. Five sessions, four hours each.

### Skills for Work and Study

Improve your reading, writing and maths skills, and identify your career goals.

**Course time:** Saturdays, 10am – 2pm.  
35 sessions, four hours each.

### Digital Essentials Level 1 and 2

Learn cyber security, smart phones, internet, useful applications and detecting scams.

**Course time:** Fridays or Saturdays, 10am – 2:30pm. Seven sessions, four point five hours each, per course.

### Eligibility:

- Australian or New Zealand citizen
- Hold an Australian permanent visa
- Live in the City of Maribyrnong and Brimbank.



Vesna Trampevska Talevska

☎ 0422 226 105 or (03) 9689 9170

✉ [training@amcservices.org.au](mailto:training@amcservices.org.au)