

ACFE
Pre-accredited

SHORT COURSES 2019

JOBS, CAREER & FURTHER STUDY

Introduction to Cleaning
Industry

Introduction to General
Office Administration

For more
information or to
book your place,
call

1800 266 675



Comm Unity Plus Services Ltd
acknowledges the support of the
Victorian Government

Comm Unity Plus Services Ltd

www.comm-unityplus.org.au | TOID: 3755 | ABN 75 989 153 699 | ACN 603 318 494

JOBS, CAREER & FURTHER STUDY SHORT COURSES 2019

Introduction to Cleaning Industry

You will learn:

- Occupational health and safety
- Understanding cleaning schedules and cleaning skills
- Communication and customer service
- Operating various types of equipment

Location:

St Albans, Watergardens and Deer Park

Cost: \$45

Introduction to General Office Administration

You will learn:

- Using business vocabulary
- Developing business documents
- Following basic office procedures
- Telephone/customer service techniques

This course will prepare you for further study, volunteering or paid work

Locations: St Albans, Watergardens and Deer Park

Cost: \$35

Term 1

30 January to 5 April

Term 2

23 April to 28 June

Term 3

15 July to 20 September

Term 4

7 October to 20 December

BOOKINGS & INFORMATION

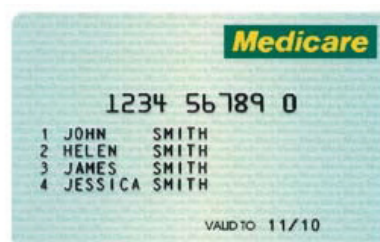
@ education@comm-unityplus.org.au

☎ 1800 266 675

🚶 Level 1, 358 Main Road West
St Albans

🌐 www.comm-unityplus.org.au

When you enrol, please bring your concession card (if applicable) and **green** Medicare card.



Individuals with a disability are encouraged to access government funded training

commUnity+ is a multi-disciplinary community agency that provides services across Victoria. Our students have the advantage of easy access to a range of programs in addition to adult education. More information is available on www.comm-unityplus.org.au.



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