

# GS Software Consulting – Course Selection by Job Type Map

GS Bookings Calendar



## All-in-One Courses (2 hours each)

## Targeted-Skills Courses (1 hour each)

### JOB TYPE:

	Excel All-in-One	Power-Point All-in-One	Word All-in-One	Total Hours	Excel Setup a Dataset	Excel Chart Data in Graphs	Excel Tracking Log	PowerPoint Org Charts & SmartArt	Word Setup a Large Doc	Word Create a Form	Word Run Mail- Merge	Total Hours	Total Time
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](mailto:Gloria@gssoftwareconsulting.ca)

Or visit [GS Bookings Calendar](#)