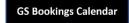
<u>GS Software Consulting</u> – Course Selection by Job Type Map





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

To Register, Email Gloria@gssoftwareconsulting.ca

Or visit GS Bookings Calendar

Software Trainer

Switchboard Clerk

Technical Writer

Warehouse Clerk

Warehouse Manager

6

4

6

6

6

5

1

5

2

3

11

5

11

8

9