FREE GOVERNMENT FUNDED COURSES

Please phone 9905 3180 to discuss your eligibility

Qualifications in:
- Certificate III in Business Administration
- Certificate III in Business Administration (Medical)
- Certificate III in Business Administration (Education)
- Certificate III in Accounts Administration
- Certificate IV in Bookkeeping
- Certificate IV in Training and Assessment (TAE)
- Certificate IV in Frontline Management
- Certificate IV in Human Resources
- Certificate IV in Project Management
- Certificate IV in Business
- Certificate IV in Marketing
- Diploma of Management
- Diploma of Music

Monash Short Courses Centre is a not-for-profit service provided by the Monash Student Association. Located at Monash University Clayton, we provide high quality, low cost courses and have fast become recognised for our high standards in student services, facilities and specialised training packages.

Our educational philosophy is to support our students from the moment they enrol until they graduate with a Nationally Recognised qualification completed at the Monash Short Courses Centre. Our approach is to work with you one-on-one to help you achieve the qualifications needed to realise your employment dreams.

- Part-time study
- Small classes
- Flexible timetables
- Online and classroom based learning
- Experienced industry trainers

Learn real-world skills!
- Effective communication
- Working within teams
- Customer service
- Management techniques
- Business tools
- Organise work schedules
- MYOB and Microsoft Office skills
- Accounting and Bookkeeping

Learning, support and the program
- All students will receive a Monash Short Courses Centre folder
- Trainer and administration support
- Resume assistance
- Opportunities for work experience placements
- Nationally Recognised qualifications and accredited units

Monash Short Courses Centre
Building 51
Monash University
Clayton 3800

Phone: 9905 3180
Email: shortcourses@monash.edu
www.shortcourses.monash.edu.au
www.ed2go.com/r-monash

Join and interactive course that will help you get on-track for the career start you want!

This training is delivered with Victorian and Commonwealth Government funding.