

MAXIS Solutions

208/3-9 Spring Street, Chatswood, NSW 2067

☎ 9410 1880 Fax 9410 1881 maxis@eftel.com.au www.maxissolutions.com.au

Computer Training Courses

- Microsoft Windows and file management
- Wordprocessing – MS Word
- Spreadsheet – Excel
- Typing – 5 programs - Adults & Children
- Emailing – Express, Outlook, Yahoo, Hotmail
- Internet Browsing
- Publisher
- PowerPoint
- MYOB – Company Setup
- MYOB – Day-to-day transactions entry
- Website – Create & maintain up to 10 webpages
- Retail Selling Techniques - online
- The World of Retailing - online
- Call Centre Training - 3 Subjects - online

Accredited Certificate Courses on Maxis Scope

- BSB20107 Certificate II in Customer Contact**
- BSB20207 Certificate II in Business**
- ICA20105 Certificate II Information Technology**
- ICA30105 Certificate III Information Technology**
- BSB40807 Certificate IV Frontline Management**

Accredited Traineeship Courses

Note - students must be employed

- BSB20107 Certificate II in Customer Contact**
- BSB20207 Certificate II in Business**
- ICA20105 Certificate II Information Technology**
- ICA30105 Certificate III Information Technology**
- BSB40807 Certificate IV Frontline Management**

Note – Employers can receive up to \$4000 for each staff member who enrolls and participates in a Traineeship course.

Other Certificate Courses – in partnership with other RTOs

- CHC41502 Marriage Celebrant Course
- TAA40104 Certificate IV in Training and Assessment
- ICT40102 Certificate IV in Customer Contact

Coming...

- Certificate IV in Small Business Management
- Certificate IV in Project Management
- Desktop Publishing using MS Word

Brands Supported/Supplied

- Microsoft Windows
- MYOB
- EzyLearn

Learning Products Available

Courses on DVD

Microsoft Office 2003, 2007 & MYOB Courses are now on DVD/CD. Learn and review at your leisure - without the need to attend classes.

- Microsoft Outlook 2003 cd 2007 dvd
- Microsoft Word Introductory 2003 cd 2007 dvd
- Microsoft Word Advanced 2003 cd 2007 dvd
- Microsoft PowerPoint 2003 cd 2007 dvd
- Bookkeeping Using MYOB Accounting/Premiere
* Bonus includes Payroll DVD
- Payroll Using MYOB Accounting/Premiere DVD only
- MYOB Accounting Advanced DVD only
- Absolute Beginners 1 & Beginners 2 - 2003 CD
- Microsoft Excel Introductory 2003 cd 2007 dvd
- Microsoft Excel Advanced 2003 cd 2007 dvd
- Microsoft Excel Financial Spreadsheet 2003

Hours of Operation:

- Monday: 9:30 am to 5:00 pm
- Tuesday: 9:30 am to 5:00 pm
- Wednesday: 9:30 am to 5:00 pm
- Thursday: 9:30 am to 5:00 pm
- Friday: 9:30 am to 5:00 pm
- Saturday: 10:00 am to 4:00 am by appointment only

Contact **Pambela Gum**
9410 1880 0414 765 634

Staff
Gordon Hutchison – Trainer IT + CC
Stuart Barrett – Trainer TAA + FL
Walter Frankel – Trainer TAA
Lynne Jones – Trainer and Admin
Hely Riatono – Admin
Pambela Gum – CEO & Trainer

Training Location

Chatswood
Traineeships – Employers place of business

