



# MADEC Community College

## *On line Training Courses for Business and Pleasure*

MADEC Community College have over 200 online courses covering a wide variety of areas including: *Business and Computer Software, Parenting Programs, Graphic Design, Personal Enrichment and Hobby Courses*. Each program comprises approximately 24 hours of training (12 x 2 hour lessons) which can be undertaken at your leisure over a six week period. Each is facilitated by the trainer who developed the program, so you can be assured of full support throughout the course.

Below is a sample of what's available. To see a full listing of courses, with full descriptions of the topics covered, simply go to the MADEC website ([www.madec.edu.au](http://www.madec.edu.au)).

### *Computer Software*

- *Microsoft Word (2003 and 2007)*
- *Microsoft Excel (2003 and 2007)*
- *Microsoft Access (2003 and 2007)*
- *Microsoft Publisher (2003 and 2007)*
- *Microsoft PowerPoint (2003 and 2007)*
- *Microsoft Outlook (2003 and 2007)*
- *Adobe Illustrator (CS2 and CS3)*
- *InDesign CS3*
- *Photoshop (CS2 and CS3)*

*and more.....*

### *Personal Enrichment*

- *Beginning Conversational French*
- *Conversational Japanese*
- *Instant Italian*
- *Speed Spanish*
- *Secrets of the Caterer*
- *Digital Photography*
- *Photoshop for the Digital Photographer*
- *Drawing for the Absolute Beginner*
- *Music Made Easy*
- *Goodbye to Shy*
- *Get Assertive*

*and more.....*

### *Business Courses*

- *Introduction to Business Analysis*
- *Creating a Successful Business Plan*
- *Effective Business Writing*
- *Interpersonal Communication*
- *Achieving Success with Difficult People*
- *High Speed Project Management*
- *Merrill Ream Speed Reading*
- *Building Teams that Work*
- *Creating User Requirement Documents*
- *Leadership*

*and more.....*

### *Internet*

- *Learn to Buy and Sell on ebay*
- *Start your own ebay Drop Off Store*
- *Achieving top Search Engine positions*

*Plus these other categories.....*

- *Healthcare, Nutrition and Fitness*
- *Writing and Publishing*
- *Grant Writing*
- *Web Page Design*
- *Basic Computer Literacy*

*and many, many more*

For more information, or to enrol, visit our website;

[www.madec.edu.au](http://www.madec.edu.au)



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*'Regional Initiatives, Regional Solutions'*