



# Computer Smart

## TRAINING CENTRE

Course Name	Cost	Time	MARCH 2014	APRIL 2014	MAY 2014
<b>Beginners Course</b>					
Full Beginners Course (7 Days)	\$650	9am - 12pm	10, 11, 12, 17, 18, 19, 20 March	7, 8, 9, 14, 15, 16, 17 April	19,20,21,26,27,28 & 29 May
Computers - A First Course	\$295	9am - 12pm	10, 11, 12 March	7, 8, 9 April	19,20 & 21 May
Introduction to MS Word & Excel	\$250	9am - 12pm	17, 18 March	14, 15 April	26 & 27 May
Introduction to Email & Internet	\$250	9am - 12pm	19, 20 March	16, 17 April	28 & 29 May
<b>MS Word</b>					
Introduction to MS Word	\$180	9am - 12pm	17 March	14 April	26 May
MS Word - Level 1	\$250	9am - 4pm	3 and 31 March	1 April	6 May
MS Word - Level 2	\$250	9am - 4pm	18 March	10 April	19 May
MS Word - Level 3	\$250	9am - 4pm	24 March	23 April	26 May
<b>MS Excel</b>					
Introduction to MS Excel	\$180	9am - 12pm	18 March	15 April	27 May
MS Excel - Level 1	\$250	9am - 4pm	4 March	2 April	5 May
MS Excel - Level 2	\$250	9am - 4pm	20 March	7 April	15 May
MS Excel - Level 3	\$250	9am - 4pm	27 March	22 April	28 May
<b>MS Access</b>					
MS Access - Level 1	\$250	9am - 4pm	On Request	17 April	On Request
MS Access - Level 2	\$250	9am - 4pm	On Request	On Request	On Request
<b>MS Project</b>					
MS Project - Level 1 (2 Days)	\$650	9am - 4pm	On Request	10, 11 April	7, 8 May
MS Project - Level 2	\$350	9am - 4pm	On Request	On Request	On Request
<b>MS Publisher</b>					
MS Publisher	\$250	9am - 4pm	5 March	3 April	On Request
<b>MS PowerPoint</b>					
MS PowerPoint	\$250	9am - 4pm	6 March	4 April	1 May
<b>MS Outlook</b>					
MS Outlook	\$250	9am - 4pm	25 March	14 April	16 May
<b>Upgrade to Office 2013</b>					
New Features in Office 2013	\$250	9am - 4pm	13 March	29 April	On Request
<b>MS Visio</b>					
MS Visio	\$290	9am - 4pm	On Request	On Request	On Request
<b>Bookkeeping Basics</b>					
Bookkeeping Basics	\$260	9am - 4pm	3 March	On Request	On Request
<b>MYOB</b>					
Essentials Course (2 Days)	\$449	9am - 4pm	10, 11 March	8, 9 April	13 & 14 May
MYOB Advanced	\$295	9am - 5pm	24 March	23 April	21 May
Processing Payroll	\$295	9am - 5pm	25 March	16 April	23 May
<b>Reckon</b>					
Reckon - Introduction	\$449	9am - 5pm	12 March	3 April	2 May
Reckon - Advanced	\$449	9am - 5pm	14 March	4 April	9 May
Reckon BAS	\$449	9am - 5pm	21 March	On request	On Request
Paying Your Employees	\$449	9am - 5pm	17 March	On request	On Request
ReckonPayroll Premier	\$449	9am - 5pm	On Request	On request	On Request
Certificate for Accountants	\$449	9am - 5pm	On Request	On request	On Request
Cert for Bookkeepers (2 Days)	\$699	9am - 5pm	On Request	On request	On Request
<b>Adobe Photoshop - Level 1</b>					
Adobe Photoshop (2 Days)	\$650	9am - 4pm	5, 6 March	On Request	5 & 6 May
<b>Adobe InDesign - Level 1</b>					
Adobe InDesign (2 Days)	\$650	9am - 4pm	25, 26 March	On Request	On Request
<b>Adobe Acrobat - Level 1</b>					
Adobe Acrobat (2 Days)	\$650	9am - 4pm	On Request	On Request	On Request
<b>Adobe Dreamweaver - Level 1</b>					
Adobe Dreaweaver (2 Days)	\$650	9am - 4pm	On Request	On Request	On Request
<b>Adobe Illustrator - Level 1</b>					
Adobe Illustrator (2 Days)	\$650	9am - 4pm	On Request	On Request	7 & 8 May
<b>Photography</b>					
Beginner - short course	\$110	5.30 - 8.30pm	5 March	2 April	1 May
Beinner - long course	\$220	9am - 2pm	22 March	12 April	24 May

PLEASE CONTACT US ON 55395 666 FOR ONE ON ONE TRAINING REQUIREMENTS

\$110 per hour, minimum two hours

PLEASE NOTE: The above Training Schedule is subject to change. Our schedule can alter subject to demand - please check with us when booking.