# Computer Smart TRAINING CENTRE

| Course Name | Cost | Time | JUNE 2014 | JULY 2014 | AUGUST 2014 |
|---|---|---|---|---|---|
| **Beginners Course** | | | | | |
| **Full Beginners Course (7 Days)** | $650 | 9am - 12pm | 16,17,18,23,24,25 & 26 June | 14,15,16,21,22,23 & 24 July | 18,19,20,25,26,27 & 28 August |
| **Computers - A First Course** | $295 | 9am - 12pm | 16,17 & 18 June | 14,15 & 16 July | 18,19 & 20 August |
| **Introduction to MS Word & Excel** | $250 | 9am - 12pm | 23 & 24 June | 21 & 22 July | 25 & 26 August |
| **Introduction to Email & Internet** | $250 | 9am - 12pm | 25 & 26 June | 23 & 24 July | 27 & 28 August |
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| **MS Word** | | | | | |
| **Introduction to MS Word** | $180 | 9am - 12pm | 23 June | 21 July | 25 August |
| **MS Word - Level 1** | $250 | 9am - 4pm | 3 June | 1 July | 1 August |
| **MS Word - Level 2** | $250 | 9am - 4pm | 16 June | 10 July | 13 August |
| **MS Word - Level 3** | $250 | 9am - 4pm | 23 June | 22 July | 28 August |
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| **MS Excel** | | | | | |
| **Introduction to MS Excel** | $180 | 9am - 12pm | 24 June | 22 July | 26 August |
| **MS Excel - Level 1** | $250 | 9am - 4pm | 2 June | 4 July | 5 August |
| **MS Excel - Level 2** | $250 | 9am - 4pm | 10 June | 16 July | 14 August |
| **MS Excel - Level 3** | $250 | 9am - 4pm | 25 June | 25 July | 27 August |
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| **MS Access** | | | | | |
| **MS Access - Level 1** | $250 | 9am - 4pm | 13 June | *On Request* | 11 August |
| **MS Access - Level 2** | $250 | 9am - 4pm | *On Request* | *On Request* | *On Request* |
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| **MS Project** | | | | | |
| **MS Project - Level 1 (2 Days)** | $650 | 9am - 4pm | *On Request* | 2 & 3 July | *On Request* |
| **MS Project - Level 2** | $350 | 9am - 4pm | *On Request* | *On Request* | *On Request* |
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| **MS Publisher** | | | | | |
| **MS Publisher** | $250 | 9am - 4pm | 24 June | *On Request* | 8 August |
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| **MS PowerPoint** | | | | | |
| **MS PowerPoint** | $250 | 9am - 4pm | *On Request* | 8 July | 12 August |
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| **MS Outlook** | | | | | |
| **MS Outlook** | $250 | 9am - 4pm | 13 June | 11 July | 15 August |
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| **Upgrade to Office 2013** | | | | | |
| **New Features in Office 2013** | $250 | 9am - 4pm | *On Request* | *On Request* | *On Request* |
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| **MS Visio** | | | | | |
| **MS Visio** | $290 | 9am - 4pm | *On Request* | 17 July | *On Request* |
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| **Bookkeeping Basics** | $260 | 9am - 4pm | *On Request* | *On Request* | 5 August |
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| **MYOB** | | | | | |
| **Essentials Course (2 Days)** | $449 | 9am - 4pm | 10 & 11 June | 14 & 15 July | 18 & 19 August |
| **MYOB Advanced** | $295 | 9am - 5pm | 19 June | 18 July | 22 August |
| **Processing Payroll** | $295 | 9am - 5pm | 27 June | 23 July | 26 August |
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| **Reckon** | | | | | |
| **Reckon - Introduction** | $449 | 9am - 5pm | 11 June | 9 July | TBA |
| **Reckon - Advanced** | $449 | 9am - 5pm | 13 June | 11 July | TBA |
| **Reckon BAS** | $449 | 9am - 5pm | 27 June | 25 July | *On Request* |
| **Paying Your Employees** | $449 | 9am - 5pm | 26 June | 16 July | *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* |
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| **Adobe Photoshop - Level 1** | | | | | |
| **Adobe Photoshop (2 Days)** | $650 | 9am - 4pm | *On Request* | 30 & 31 July | *On Request* |
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| **Adobe InDesign - Level 1** | | | | | |
| **Adobe InDesign  (2 Days)** | $650 | 9am - 4pm | 4 & 5 June | *On Request* | 6 & 7 August |
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| **Adobe Acrobat - Level 1** | | | | | |
| **Adobe Acrobat (2 Days)** | $650 | 9am - 4pm | *On Request* | *On Request* | *On Request* |
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| **Adobe Dreamweaver - Level 1** | | | | | |
| **Adobe Dreaweaver (2 Days)** | $650 | 9am - 4pm | *On Request* | *On Request* | *On Request* |
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| **Adobe Illustrator - Level 1** | | | | | |
| **Adobe Illustrator (2 Days)** | $650 | 9am - 4pm | *On Request* | 31 & 31 July | *On Request* |
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| **Photography** | | | | | |
| **Beginner - short course** | $110 | 5.30 - 8.30pm | *On Request* | *On Request* | *On Request* |
| **Beginner - long course** | $220 | 9am - 2pm | *On Request* | *On Request* | *On Request* |

**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.*