



Computer Smart

TRAINING CENTRE

Course Name	Cost	Time	JULY 2014	AUGUST 2014	SEPTEMBER 2014
Beginners Course					
Full Beginners Course (7 Days)	\$650	9am - 12pm	14,15,16,21,22,23 & 24 July	18,19,20,25,26,27 & 28 August	8,9,10,15,16,17 & 18 Sept
Computers - A First Course	\$295	9am - 12pm	14,15 & 16 July	18,19 & 20 August	8,9 & 10 September
Introduction to MS Word & Excel	\$250	9am - 12pm	21 & 22 July	25 & 26 August	15 & 16 September
Introduction to Email & Internet	\$250	9am - 12pm	23 & 24 July	27 & 28 August	17 & 18 September
MS Word					
Introduction to MS Word	\$180	9am - 12pm	21 July	25 August	15 September
MS Word - Level 1	\$250	9am - 4pm	1 July	1 August	5 September
MS Word - Level 2	\$250	9am - 4pm	10 July	13 August	11 September
MS Word - Level 3	\$250	9am - 4pm	22 July	28 August	19 September
MS Excel					
Introduction to MS Excel	\$180	9am - 12pm	22 July	26 August	16 September
MS Excel - Level 1	\$250	9am - 4pm	4 July	5 August	1 September
MS Excel - Level 2	\$250	9am - 4pm	16 July	14 August	12 September
MS Excel - Level 3	\$250	9am - 4pm	25 July	27 August	25 September
MS Access					
MS Access - Level 1	\$250	9am - 4pm	On Request	11 August	26 September
MS Access - Level 2	\$250	9am - 4pm	On Request	On Request	On Request
MS Project					
MS Project - Level 1 (2 Days)	\$650	9am - 4pm	2 & 3 July	13 & 14 August	15 & 16 September
MS Project - Level 2	\$350	9am - 4pm	On Request	On Request	On Request
MS Publisher					
MS Publisher	\$250	9am - 4pm	On Request	8 August	9 September
MS PowerPoint					
MS PowerPoint	\$250	9am - 4pm	8 July	12 August	22 September
MS Outlook					
MS Outlook	\$250	9am - 4pm	11 July	15 August	29 September
Upgrade to Office 2013					
New Features in Office 2013	\$250	9am - 4pm	On Request	On Request	On Request
MS Visio					
MS Visio	\$290	9am - 4pm	17 July	On Request	8 September
Bookkeeping Basics					
Bookkeeping Basics	\$260	9am - 4pm	On Request	5 August	On Request
MYOB					
Essentials Course (2 Days)	\$449	9am - 4pm	14 & 15 July	18 & 19 August	17 & 18 September
MYOB Advanced	\$295	9am - 5pm	18 July	22 August	23 September
Processing Payroll	\$295	9am - 5pm	23 July	26 August	24 September
Reckon					
Reckon - Introduction	\$449	9am - 5pm	9 July	TBA	On Request
Reckon - Advanced	\$449	9am - 5pm	11 July	TBA	On Request
Reckon BAS	\$449	9am - 5pm	25 July	On Request	On Request
Paying Your Employees	\$449	9am - 5pm	16 July	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
Adobe Photoshop - Level 1					
Adobe Photoshop (2 Days)	\$650	9am - 4pm	30 & 31 July	On Request	2 & 3 September
Adobe InDesign - Level 1					
Adobe InDesign (2 Days)	\$650	9am - 4pm	On Request	6 & 7 August	On Request
Adobe Acrobat - Level 1					
Adobe Acrobat (2 Days)	\$650	9am - 4pm	On Request	On Request	On Request
Adobe Dreamweaver - Level 1					
Adobe Dreamweaver (2 Days)	\$650	9am - 4pm	On Request	On Request	On Request
Adobe Illustrator - Level 1					
Adobe Illustrator (2 Days)	\$650	9am - 4pm	30 & 31 July	On Request	2 & 3 September
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.					