

Perth Schedule

February - June 2009

Course	Duration	Feb	Mar	Apr	May	Jun	Price (excl. GST)	
Professional Development								
Time Management	1	Please Call for Details						\$330
Presentation Skills	2							\$660
Customer Service	1							\$330
Emotional Intelligence	1							\$330
Leadership Skills	2							\$660
Communication Skills	1							\$330
Word Processing								
Word 2007 Essentials	1	2	9	7		22	\$275	
Word 2007 Intermediate	1	10	17	29		30	\$275	
Word 2007 Advanced (Longer Documents)	1	19	30		7	25	\$300	
Word 2007 Advanced (Templates & Macros)	1	20	31		18	26	\$300	
Word 2003 Essentials	1	9	4	15		11	\$275	
Word 2003 Intermediate	1	16	12		22	17	\$275	
Word 2003 Advanced (Longer Documents)	1	26	19	6	28		\$300	
Word 2003 Advanced (Templates & Macros)	1	27	20	3	29		\$300	
Word Mail Merging	0.5		5	28		2	\$180	
Spreadsheets								
Excel 2007 Essentials	1	3	5	24		8	\$275	
Excel 2007 Intermediate	2	11-12	16-17		25-26		\$550	
Excel 2007 Advanced	2	17-18	23-24	8-9		18-19	\$600	
Excel 2003 Essentials	1	10	25		19	23	\$275	
Excel 2003 Intermediate	2	5-6, 23-24	10-11	20-21		3-4	\$550	
Excel 2003 Advanced	2	19-20	26-27		12-13		\$600	
Project Management								
Microsoft Project Essentials	2	17-18	12-13	22-23	14-15	29-30	\$550	
Microsoft Project Advanced	2	2-3					\$600	

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Database							
Access 2007 Essentials	2	4-5	26-27		5-6		\$550
Access 2007 Advanced	2		18-19			9-10	\$600
Access 2003 Essentials	2	19-20	9-10	16-17		15-16	\$550
Access 2003 Advanced	2	12-13			20-21		\$600
Presentation & Graphics							
Powerpoint 2007 Essentials	1	6	16	2	27		\$275
Powerpoint 2007 Advanced	1	9		8			\$275
Powerpoint 2003 Essentials	1	23	23	14	11	24	\$275
Powerpoint 2003 Advanced	1	24	24		22		\$275
Visio 2003/2007 Essentials	1	11	18	1		12	\$300
Adobe Acrobat	1		11				\$300
Adobe Photoshop	2						\$660
Adobe Illustrator	2						\$660
Dreamweaver	2						\$550
Email & Business Tools							
Outlook 2007 Essentials	1		6		8		\$275
Outlook 2003 Essentials	1		16			5	\$275
Visual Basic for Applications							
Excel VBA	2		24-25		20-21		\$825
Word VBA	2						\$825
Access VBA	3	25-27				22-24	\$990