



Applied Education

Training Courses 2012



To the Training Coordinator

Can't attend?
Courses
Now Available
on DVD including
manuals.

Get up to speed with all the latest applications from MYOB, QuickBooks, Microsoft and improve your skills today!

We have now released our jam packed calendar full of outstanding training opportunities. Our trainers are committed to providing an enjoyable learning experience that ensures participants gain practical knowledge that can be applied in their workplace.

DON'T MISS THIS EXCITING OPPORTUNITY! BOOK NOW TO SECURE YOUR PLACE



Microsoft Office
Training 2007 / 2010 Versions Available



Computer Room Hire
High speed modern facilities and equipment



MYOB AccountRight or QuickBooks
Bookkeeping Basics 2 Day Computer Course



Corporate Training
Migrating to Microsoft Office 2007/2010
1 day customised courses available in Excel,
Project, Word and more.

Venue - Level 1, 524 Hay Street, Perth WA 6000

Applied Education is a Registered Training Organisation - Provider # 52240

Full course outlines online - All courses are available on DVD!

Microsoft Outlook - ½ day \$169

This course will provide you with the skills and knowledge to manage and organise your email, schedule meetings with colleagues, manage your contact information and create task request for others to perform.

Microsoft Publisher - 1 day \$330

This course is designed for people who distribute documents, newsletters and other material in a professional format. You will learn how to create publications, work with drawings and imported images, manipulate text, perform mail merge and prepare publications for printing.

Microsoft Visio - 1 Day \$330

This course is intended to enable you to communicate and display information clearly and concisely in ways that text and numbers alone can not achieve. The course will provide you with the necessary skills to create meaningful, professional and technical diagrams using stencils, templates, shapes and other formatting styles which document complex policies, processes and systems.

Multimedia

Adobe Photoshop - 1 Day \$330

This course is designed for people to use Adobe Photoshop to create, modify and adjust images and photographs. It is ideal for people who work in any area that involves the use of images and photographs. Also covered are the most immediate things first users need to know.

Accounting & Payroll

MYOB AccountRight Plus - ½ day \$215

This course is designed to give you the skills to effectively use this popular accounting software package. The main focus of the course is on the GST component and the correct procedures for recording transactions.

Payroll Using MYOB AccountRight Plus - ½ day \$215

This course will assist you with managing a payroll and the requirements of 1-100 employees. It demonstrates the payroll setup and day to day maintenance of employees and associated activities. The perfect solution for businesses wanting to move to an electronic employee maintenance system.

Bookkeeping Basics Using MYOB AccountRight Plus - 2 days \$699

This course will provide you with the skills and procedures to enter and maintain your accounting data as well as ensure a streamlined process to transfer information to your accountant. You will acquire the skills to get underway using many of the popular MYOB features from setup to BAS preparation.

MYOB Advanced - 1 Day \$299

This course is designed to give MYOB users the skills to administer different business types and situations that occur with MYOB. We will focus on topics such as budgets, cost centres, advanced inventory and payroll.

Bookkeeping Basics using QuickBooks - 2 days \$699

This course will provide you with the skills and procedures to enter and maintain your accounting data as well as ensure a streamlined process to transfer information to your accountant. You will learn many of the popular QuickBooks features from setup to BAS preparation.

Computer Training Rooms For Hire

Our selection of Computer Training Rooms are designed to suit your personal training requirements.

All our PC labs are equipped with desktop computers, high speed internet access, natural light and the most sophisticated applications.

To aid the enjoyment of your training experience, our breakout area offers a relaxing environment to enjoy complimentary tea or coffee accompanied by our professional catering options.

	12 Computers	24 Computers
Full Day:	\$890	\$1,200
Half Day:	\$590	\$900

Prices are ex GST

Contact Dan Logan at dan@appliededucation.com.au for an obligation free quote or to find out more information.

Australia Wide Corporate Training

We specialise in running corporate training courses tailored to suit your specific needs and location.

Group training is a cost effective solution and can be offered at a location of your choosing or at our conveniently located Perth CBD training facilities. We are able to provide all the AV equipment needed to run the group training on site.

Contact Dan Logan at dan@appliededucation.com.au for an obligation free quote or to find out more information.

All courses available on DVD including manual. See back page for order form and pricing. Full course outlines on our website.

