

2009

Course Dates for Perth, WA

Microsoft Applications	Cost	Time	July	Aug	Sept	Oct	Nov	Dec
Migrating to Office 2007	This course available as group session for your staff. Call for details.							
Access Introductory & Intermediate - 03 & 07 versions (2 days)	\$499	9am-4pm	13 & 14		14 & 15		9 & 10	
Access Advanced - 03 & 07 Versions	\$299	9am-4pm	15		16		11	
Excel Introductory – 2003 Version	\$299	9am-4pm	8	3	21	26		2
Excel Intermediate – 2003 Version	\$299	9am-4pm	9	4	22	27		3
Excel Advanced – 2003 Version	\$299	9am-4pm	10	5	23	28		4
Excel Introductory – 2007 Version	\$299	9am-4pm	20		23			7
Excel Intermediate – 2007 Version	\$299	9am-4pm	21		24	29		8
Excel Advanced – 2007 Version	\$299	9am-4pm	22		25	30		9
Excel Visual Basic – 2 day course	\$699	9am-4pm		10 & 11				16 & 17
Excel Data Analysis & Pivot Tables	\$199	9am-12.30	13	21	24		16	
Outlook 03 & 07 Version	\$169	9am-12.30	15		4		12	
PowerPoint 2003 Version	\$299	9am-4pm	22		22		13	
PowerPoint 2007 Version	\$299	9am-4pm	22		22		13	
Project 03 & 07 Version	\$299	9am-4pm	23	24	25		19	
Publisher 03 & 07 Version	\$299	9am-4pm	23			16		9
Word Introductory – 2003 Version	\$299	9am-4pm	27		1		9	
Word Intermediate – 2003 Version	\$299	9am-4pm	28		2		10	
Word Advanced – 2003 Version	\$299	9am-4pm	29		3		11	
Word Introductory – 2007 Version	\$299	9am-4pm		12			16	
Word Intermediate – 2007 Version	\$299	9am-4pm		13			17	
Word Advanced – 2007 Version	\$299	9am-4pm		14			18	
Word Mail Merge & Automation 03/07	\$199	1pm-4pm	13	21	24		16	
Visio – 03 & 07 Versions	\$299	9am-4pm	17		18		20	
Multimedia								
Adobe Photoshop	\$299	9am-4pm		7		22		14
Financial								
Excel Financial Spreadsheets	\$349	9am – 4pm	24			5		
Bookkeeping Using MYOB (2 days)	\$699	9am – 4pm		3 & 4		6 & 7		2 & 3
MYOB Accounting Plus	\$169	9-12:30pm	1	5		8		4
Payroll using MYOB Accounting Plus	\$169	1–4:30pm	1	5		8		4
MYOB Advanced	\$399	9am-4pm		6				10
Bookkeeping Using QuickBooks (2 days)	\$699	9am-4pm	20 & 21		29 & 30		26 & 27	
QuickBooks Premier	\$169	9am-12:30	17			1		11
Payroll using QuickBooks Premier	\$169	1-4.30pm	17			1		11
Payroll & Office Taxation	\$399	9am – 4pm	6	17	17		2	14
Salary Packaging	\$399	9am – 4pm	7	18	18		3	15
Terminations Workshop	\$249	9am – 12	3	19	21		4	
GST Workshop	\$249	1pm-4pm	3	19	21		4	
Business Taxation for Non-Accountants	\$399	9am – 4pm	14	20		19		16

Special Offer – Any 2 full day computer courses for \$499

Payroll & Office Taxation and Salary Packaging both for \$699

Have more than 3 staff? Why not arrange a group training session onsite or at our premises,

Email info@appliededucation.com.au for proposal.

Applied Education

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