

2010

Course Dates for Perth, WA

All courses GST Free unless specified

Certificate IV in Financial Services	Cost	Time							
Part Time	\$2990	9am-4pm	Every Monday throughout year						
Microsoft Applications	Cost	Time	July	August	Sept	Oct	Nov	Dec	Register Tick & Circle date
Access Introductory & Intermediate - 03 & 07 versions (2 days)	\$499	9am-4pm	21 & 22		15 & 16		16 & 17		
Access Advanced - 03 & 07 Versions	\$299	9am-4pm	23		17		18		
Excel Introductory – 2003 Version	\$299	9am-4pm		12			3		
Excel Intermediate – 2003 Version	\$299	9am-4pm		13			4		
Excel Advanced – 2003 Version	\$299	9am-4pm		17			5		
Excel Introductory – 2007 Version	\$299	9am-4pm	13	31		26		8	
Excel Intermediate – 2007 Version	\$299	9am-4pm	14		1	27		9	
Excel Advanced – 2007 Version	\$299	9am-4pm	15		2	28		10	
Excel Data Analysis & Pivot Tables	\$330*	9am-12.30		11			9		
Outlook 03 & 07 Version	\$169	9am-12.30		13	29		10		
PowerPoint 2003 Version	\$299	9am-4pm		10			19		
PowerPoint 2007 Version	\$299	9am-4pm		10			19		
Project 03 & 07 Version	\$330*	9am-4pm	9	11		8		7	
Publisher 03 & 07 Version	\$330*	9am-4pm			3		23		
Word Introductory – 2007 Version	\$299	9am-4pm	2		14		24		
Word Intermediate – 2007 Version	\$299	9am-4pm	6		16		25		
Word Advanced – 2007 Version	\$299	9am-4pm	7		17		26		
Word Mail Merge & Automation 03/07	\$220*	1pm-4pm		11			9		
Visio – 03 & 07 Versions	\$330*	9am-4pm	6			19			
Multimedia									
Adobe Photoshop	\$330*	9am-4pm	9			22			
Financial									
Bookkeeping Using MYOB (2 days)	\$699	9am – 4pm	7 & 8		7 & 8		11 & 12		
MYOB Accounting Plus	\$215	9-12:30pm	13		29		18		
Payroll using MYOB Accounting Plus	\$215	1–4:30pm	13		29		18		
MYOB Advanced	\$399	9am-4pm		5					
Bookkeeping Using QuickBooks (2 days)	\$699	9am-4pm	15 & 16			5 & 6		13 & 14	
QuickBooks Premier	\$215	9am-12:30	14			7		15	
Payroll using QuickBooks Premier	\$215	1-4.30pm	14			7		15	
Payroll Administration in Australia	\$399	9am 4pm		18		12		2	
Salary Packaging	\$399	9am 4pm		19		13		3	
Terminations Workshop	\$249	9am – 12		20		15	30		
GST Workshop	\$249	1pm-4pm		20		15	30		
Human Resource Essentials	\$399	9am 4pm	1	17		20			
Business Taxation for Non-Accountants	\$399	9am–4pm		12					
Payroll Updates	\$249	9am – 12							
Salary Packaging Updates	\$249	1pm – 4							

*includes GST, otherwise GST Free.

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

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