



Winter 2010

Winter 2010	Version	Days	Cost	May	June	July	August
Microsoft Applications <small>Course Times 9:30-4:30</small>				<small>City: Regular Dandenong: Bold</small>			
WORD PROCESSING							
Word Introduction	XP 03 07	2	\$760		15/16	27/28	
Word Intermediate	XP 03 07	2	\$760		29/30		10/11
Word Advanced	XP 03 07	2	\$825	19/20		13/14	
SPREADSHEETS							
Excel Introduction	XP 03 07	2	\$760	10/11 17/18 24/25	7/8 21/22	5/6 19/20	2/3 16/17
Excel Intermediate	XP 03 07	2	\$760	12/13 19/20 26/27	9/10 23/24	7/8 21/22	4/5 18/19
Excel Advanced	XP 03 07	2	\$825	14/17	25/28	23/26	20/23
Excel Spreadsheet Builder	XP 03 07	2	\$760	11/12 18/19 25/26	8/9 22/23	6/7 20/21	3/4 17/18
Excel Power User	XP 03 07	2	\$795	13/14 27/28	10/11 24/25	8/9 22/23	5/6 19/20
VBA for Excel	XP 03	3	\$1485	17..19			11..13
EMAIL							
Outlook Complete	XP 03	2	\$760	6/7	3/4	1/2	9/10
Working Smarter with Outlook	XP 03	1	\$395	7	4	2	10
PRESENTATIONS							
PowerPoint Complete	XP 03 07	2	\$760	20/21	17/18	15/16	16/17
DATABASE DESIGN & PROGRAMMING							
Access Introduction	XP 03	2	\$825	3/4	15/16	26/27	
Access Intermediate	XP 03	2	\$825	24/25		8/9	16/17
Access Advanced	XP 03	2	\$825		1/2		
Access Introduction	07	2	\$825		17/18	29/30	
Access Intermediate	07	2	\$825	4/5	21/22		12/13
Access Advanced	07	2	\$825		1/2		
VBA for Access	XP 03	3	\$1485	17..19		21..23	
Visual Basic	6.0	3	POA	Available on request			
PROJECT MANAGEMENT							
MS Project	XP 03 07	2	\$935	18/19	17/18	12/13	12/13
CHARTING & DIAGRAMS							
Visio Complete	XP 03 07	2	\$870		8/9		
Visio Advanced	XP 03 07	1	\$460		9		
DESIGN & WEB							
Publisher	XP 03 07	1	\$545	3			18
Expression Web	2	2	\$935	20/21			26/27

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Geographical Information Systems (G.I.S) <small>Course Times 9.30-4.30</small>							
MapInfo Professional Introduction		2	POA	Available on request			
MapInfo Professional Advanced		2	\$1090	24/25			19/20
Business Tools							
MS Project		2	\$935	18/19	17/18	12/13	12/13
Crystal Report Writer Introduction		2	\$1090	10/11			5/6
Crystal Report Writer Advanced		2	\$1090	6/7		12/13	



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Desktop Publishing, Multimedia & Web Development <small>Course Times 9.30-4.30</small>						
Adobe Acrobat	2	\$935		23/24		9/10
Adobe Captivate	2	\$935		28/29		30/31
Adobe Dreamweaver	2	\$935	27/28		29/30	
Adobe Framemaker	2	POA	Available on request			
Adobe Illustrator	2	\$935	17/18		19/20	
Adobe InDesign Professional	3	\$1290	12..14	7..9	5..7	2..4
Adobe InDesign Basics	2	\$935	12/13	7/8	5/6	2/3
Adobe InDesign Special Features	1	\$475	14	9	7	4
Adobe PhotoShop Professional	3	\$1290		1..3	14..16	23..25
Adobe PhotoShop Basics	2	\$935		1/2	14/15	23/24
Adobe PhotoShop Special Features	1	\$475		3	16	25
Quark XPress	2	\$935	Available on request			
Microsoft Publisher	1	\$545	3			18
Microsoft Expression Web	2	\$935	20/21			26/27
HTML	2	POA	Available on request			

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CUSTOMERS: Sales & marketing presentations, product launches, demonstrations and AGM's.

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TEXT



PICTURES



VIDEO



VOICE-OVER



POP-UP TEXT



SCREEN CAPTURE



SOUNDS



QUIZZES