

Computer Training Schedule

September - October 2009

1 DAY COURSES: 9AM - 3.30PM OR (2 x NIGHTS 5.30PM - 8.30PM)

2 DAY COURSES: 9AM - 3.30PM OR (3 x NIGHTS 5.30PM - 8.30PM)

JOBSEEKERS, TRADESMEN, PROFESSIONALS, PARENTS & SENIORS WELCOME!

UPDATED 20 AUGUST



COURSE	TOPIC	COURSE DATES	
COMPUTERS for Absolute Beginners @ \$108 + \$22 Manual	Perfect course for new beginners - this course will take the fear out of learning computers and help you with understanding the terminology, hardware, RAM and software programs and what computer is best for you.	☀️ 1 DAY COURSE <input type="checkbox"/> SEPT 1 <input type="checkbox"/> OCT 5 <input type="checkbox"/> SEPT 17 <input type="checkbox"/> OCT 15	🌙 2 NIGHT COURSE <input type="checkbox"/> SEPT 7/10
WORD for Beginners @ \$120 + \$22 Manual	Learn how to use the tool bar effectively and prepare basic correspondence, select text, use the save/copy/paste/tab/bullet and the file management directory.	☀️ 1 DAY COURSE <input type="checkbox"/> SEPT 2 <input type="checkbox"/> OCT 8 <input type="checkbox"/> SEPT 18 <input type="checkbox"/> OCT 16 <input type="checkbox"/> SEPT 25	🌙 2 NIGHT COURSE <input type="checkbox"/> SEPT 16/17
WORD for Users @ \$185 + \$22 Manual	Refresh and learn how to prepare business standard correspondence using tables, word art, customised features headers, footers, page borders and numbering. This course will build your confidence at work.	☀️ 2 DAY COURSE <input type="checkbox"/> SEPT 10/11 <input type="checkbox"/> OCT 12/13 <input type="checkbox"/> SEPT 28/29 <input type="checkbox"/> OCT 22/23	🌙 3 NIGHT COURSE <input type="checkbox"/> OCT 21/22/26
EXCEL for Beginners @ \$120 + \$22 Manual	Learn how to create, enter data and format a one page spreadsheet using simple formula,s (+-*/) autosum, cells/columns, numbers and ranges. An excellent program for the tradesman/office and admin staff.	☀️ 1 DAY COURSE <input type="checkbox"/> SEPT 7 <input type="checkbox"/> OCT 19 <input type="checkbox"/> SEPT 21 <input type="checkbox"/> SEPT 30	🌙 2 NIGHT COURSE <input type="checkbox"/> SEPT 21/22
EXCEL for Users @ \$185 + \$22 Manual	This program is for users of Excel who wish to increase their skills and prepare multiple sheets /charts. Learn advanced features of formatting /absolute formulas/Auto fill /IF function/3D formulas/clipart	☀️ 2 DAY COURSE <input type="checkbox"/> SEPT 14/15 <input type="checkbox"/> OCT 1/2	🌙 3 NIGHT COURSE <input type="checkbox"/> OCT 12/13/15
MYOB for Beginners @ \$210 + \$65 Workbook	Learn how to use this popular electronic accounting package for day to day bookkeeping and records management. This level will teach you how to use this accounting database program to enter client details, banking, sales, and purchases and calculate GST.	☀️ 2 DAY COURSE <input type="checkbox"/> SEPT 8/9 <input type="checkbox"/> OCT 6/7 <input type="checkbox"/> SEPT 24/25 <input type="checkbox"/> OCT 29/30 2 SATURDAYS <input type="checkbox"/> OCT 17/24	🌙 3 NIGHT COURSE <input type="checkbox"/> SEPT 8/9/15
MYOB for Users @ \$210 + \$65 Workbook	This level is for MYOB operators who wish to learn how to reconcile accounts, lodge and prepare BAS statements, close end of year accounts , setup new financial year accounts including preparation of budgets .	☀️ 2 DAY COURSE <input type="checkbox"/> SEPT 22/23 <input type="checkbox"/> OCT 20/21	🌙 3 NIGHT COURSE <input type="checkbox"/> SEPT 23/29/30
MYOB for Payroll @ \$200 inc. Workbook	This is for MYOB operators who wish to learn how to process payroll and all associated entitlements and reports. An excellent program for small business operators and admin staff.	☀️ 1 DAY COURSE <input type="checkbox"/> SEPT 16 <input type="checkbox"/> OCT 14	
OUTLOOK Internet @ \$120 + \$22 Manual	The Outlook program will save you valuable time and increase your work productivity by organising your personal and professional life using electronic calendar, diary and address book. Learn to surf the net, find websites and send emails with attachments such as photo's.	☀️ 1 DAY COURSE <input type="checkbox"/> SEPT 3 <input type="checkbox"/> OCT 9 <input type="checkbox"/> SEPT 24 <input type="checkbox"/> OCT 28	🌙 2 NIGHT COURSE <input type="checkbox"/> SEPT 24/28
POWERPOINT @ \$120 + \$22 Manual	Learn how to create, edit and format a PowerPoint slide presentation. inserting animation and sound. A great tool for sales and marketers as well as families preparing photo slide shows of their special family event	☀️ 1 DAY COURSE <input type="checkbox"/> OCT 26	
MANUAL BOOKKEEPING @ \$200 inc. Workbook	Intro to day to day financial record keeping for people who wish to work in admin or operate their own business. A must for new MYOB operations with no accounting experience.	☀️ 1 DAY COURSE <input type="checkbox"/> SEPT 4 <input type="checkbox"/> OCT 27	



Training Academy For Women (Men Welcome)

Venue: Suite 2407, Level 4, Southport Central, Commercial (Tower 2), 5 Lawson St, Southport.

Ph: 5561 1477 **Fax:** 5561 1566 **Email:** tafw@ozemail.com.au **www.womenatworkinternational.com**

Bookings: Please send email, phone or fax purchase order, confirmation will follow promptly.

"Another Women At Work Initiative" - Proudly trained over 11,000 Gold Coasters"