

**2009-2010**  
**Course Dates for Perth, WA**

Microsoft Applications	Cost	Time	Nov 09	Dec 09	Feb 2010	Mar 2010	Apr 2010	May 2010
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	9 & 10		15 & 16		6 & 7	
Access Advanced - 03 & 07 Versions	\$299	9am-4pm	11		17		8	
Excel Introductory – 2003 Version	\$299	9am-4pm		2	2	29	27	
Excel Intermediate – 2003 Version	\$299	9am-4pm		3	3	30		6
Excel Advanced – 2003 Version	\$299	9am-4pm		4	4	31		7
Excel Introductory – 2007 Version	\$299	9am-4pm		7	2	29	27	
Excel Intermediate – 2007 Version	\$299	9am-4pm		8	3	30	29	
Excel Advanced – 2007 Version	\$299	9am-4pm		9	4	31	30	
Excel Visual Basic – 2 day course	\$699	9am-4pm		16 & 17	25 & 26			
Excel Data Analysis & Pivot Tables	\$199	9am-12.30	16		28 Jan			
Outlook 03 & 07 Version	\$169	9am-12.30	12		5			13
PowerPoint 2003 Version	\$299	9am-4pm	13		19		20	
PowerPoint 2007 Version	\$299	9am-4pm	13		19		20	
Project 03 & 07 Version	\$299	9am-4pm	19		2		9	
Publisher 03 & 07 Version	\$299	9am-4pm		9	29 Jan			14
Word Introductory – 2007 Version	\$299	9am-4pm	16		27 Jan	17		17
Word Intermediate – 2007 Version	\$299	9am-4pm	17		28 Jan	18		18
Word Advanced – 2007 Version	\$299	9am-4pm	18		29 Jan	19		19
Word Mail Merge & Automation 03/07	\$199	1pm-4pm	16		28 Jan			
Visio – 03 & 07 Versions	\$299	9am-4pm	20		18			7
<b>Multimedia</b>								
Adobe Photoshop	\$299	9am-4pm		14	1		12	
<b>Financial</b>								
Excel Financial Spreadsheets	\$349	9am – 4pm						
Bookkeeping Using MYOB (2 days)	\$699	9am – 4pm		2 & 3	15 & 16			11 & 12
MYOB Accounting Plus	\$169	9-12:30pm		4	18			10
Payroll using MYOB Accounting Plus	\$169	1–4:30pm		4	18			10
MYOB Advanced	\$399	9am-4pm		10				
Bookkeeping Using QuickBooks (2 days)	\$699	9am-4pm	26 & 27		22 & 23			20 & 21
QuickBooks Premier	\$169	9am-12:30		11	24			3
Payroll using QuickBooks Premier	\$169	1-4.30pm		11	24			3
Payroll & Office Taxation	\$399	9am – 4pm	2	14	9		13	
Salary Packaging	\$399	9am – 4pm	3	15	10		14	
Terminations Workshop	\$249	9am – 12	4		11		15	
GST Workshop	\$249	1pm-4pm	4		11		15	
Business Taxation for Non-Accountants	\$399	9am – 4pm		16	12		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](mailto:info@appliededucation.com.au) for proposal.