

COURSE DATES – July to December 2011

Courses are run subject to participant numbers (minimum of five). All participants will receive a phone call prior to the course date, to confirm the running of the course. If the participant needs to cancel their booking, this should be done no later than 48 hours prior to the course date in order to receive a refund or credit. Please note that course dates are subject to change where circumstances dictate otherwise.

SUBJECT	DAY	LEVEL	DATE	START TIME	FINISH TIME	DURATION
Introduction to Windows XP						
Introduction to Windows XP	FRI	Introduction	01/07/2011	9am	2pm	5 hours
Advanced Windows XP	FRI	Advanced	08/07/2011	9am	2pm	5 hours
Introduction to Windows XP	FRI	Introduction	16/09/2011	9am	2pm	5 hours
Advanced Windows XP	FRI	Advanced	23/09/2011	9am	2pm	5 hours
Mouse and Keyboard Windows 7						
Mouse and Keyboard Windows 7	MON	N/A	27/06/2011	9am	11am	2 hours
Mouse and Keyboard Windows 7	MON	N/A	12/09/2011	9am	11am	2 hours
Introduction to Windows 7						
Introduction to Microsoft Windows 7	FRI	Basics	15/07/2011	9am	2pm	5 hours
Introduction to Microsoft Windows 7	FRI	Basics	30/09/2011	9am	2pm	5 hours
Introduction to Word Processing						
Basic Microsoft Word 2007	FRI	Basics	22/07/2011	9am	2pm	5 hours
Intermediate Microsoft Word 2007	FRI	Intermediate	29/07/2011	9am	2pm	5 hours
Advanced Microsoft Word 2007	FRI	Advanced	05/08/2011	9am	2pm	
Basic Microsoft Word 2007	FRI	Basics	07/10/2011	9am	2pm	5 hours
Intermediate Microsoft Word 2007	FRI	Intermediate	14/10/2011	9am	2pm	5 hours
Advanced Microsoft Word 2007	FRI	Advanced	21/10/2011	9am	2pm	
Introduction to Spreadsheets						
Basic Microsoft Excel 2007	FRI	Basics	12/08/2011	9am	2pm	5 hours
Intermediate Microsoft Excel 2007	FRI	Intermediate	19/08/2011	9am	2pm	5 hours
Advanced Microsoft Excel 2007	FRI	Advanced	26/08/2011	9am	2pm	
Basic Microsoft Excel 2007	FRI	Basics	28/10/2011	9am	2pm	5 hours
Intermediate Microsoft Excel 2007	FRI	Intermediate	11/11/2011	9am	2pm	5 hours
Advanced Microsoft Excel 2007	FRI	Advanced	18/11/2011	9am	2pm	
Introduction to Databases						
Microsoft Access			Available upon request			
Introduction to Publisher						
Foundation Microsoft Publisher 2007			Available upon request			
Introduction to Outlook						
Foundation Outlook 2007	FRI	Foundation	02/09/2011	9am	2pm	5 hours
Foundation Outlook 2007	FRI	Foundation	01/12/2011	9am	2pm	5 hours
MYOB Accounting Plus – Version 15						
MYOB Accounting Plus v15 (Introductory Course)		N/A	Available upon request			
Rolling Start – Nationally Recognised Training NTIS-31613						
CHCADMIN305D	Working Within the Administration Protocols of the Organisation					
CHCCOM302C	Communicate Appropriately with Clients and Colleagues					

Foundation :- Introduction

Basics :- Level 1

Intermediate :- Level 2

Advanced courses are available upon request



Wide Bay Volunteers Resource Association

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HLTOHS300A	Contribute to OHS Processes
BSBITU101A	Operate a Personal Computer
BSBITU202A	Create and Use Spreadsheets (Microsoft Excel 2007)
BSBITU303A	Design and Produce Text Documents (Microsoft Word 2007)

COURSE PRICING

MOUSE AND KEYBOARD		\$20.00
ALL NATIONALLY RECOGNISED TRAINING		\$80.00 per unit
MICROSOFT OFFICE COURSES Members/Concession \$50.00 Full Rate \$60.00	MYOB ACCOUNTING PLUS v15 [Introductory Level] Members/Concession \$250.00 Full Rate \$320.00	MYOB ACCOUNTING PLUS v15 [Advanced Level] Members/Concession \$190.00 Full Rate \$240.00
*All Microsoft Office courses come with a manual and a course file CD	*All MYOB courses come with a manual and a trial software CD	*All prices include GST
*Morning tea is included with all full day computer courses (9:00 a.m. to 2:00 p.m.)		

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