



Training Timetable 2010

	Days	Cost	Jan	Feb	Mar	Apr	May	Jun
Accounting Software (Please be at our office at 8.45am for a 9am start)								
ATTACHÉ BUSINESS PARTNER **								
Introduction and General Knowledge	½	\$242		4		22		
Advanced Features, Tips and Tricks	½	\$308			4		18	
Payroll Level 1	½	\$242		23		13		
Payroll Level 2	½	\$308			25		26	
Crystal Report Writing	½	\$308	21				19	
ODBC	1	\$550		9		29		
F9 FINANCIAL INTELLIGENCE **								
Financial Report Writing	½	\$308		11		14		
MYOB (9am to 4pm) # additional \$50 for training manual required								
MYOB 1 Intro Bookkeeping	2	\$270	21 & 22	23 & 24	30 & 31	7 & 8	5 & 6	
MYOB 2 Bookkeeping #	3	\$320	9, 10 & 11	9, 10 & 11			11, 12 & 13	
MYOB Advance #	2	\$270		16 & 19		14 & 15		2 & 3
MYOB Payroll (must have completed MYOB 1) #	2	\$270		2 & 3		Pls call	Pls call	Pls call
QUICKBOOKS **								
QuickBooks	½	\$242			9		20	
TRIUMPH ACCOUNTING **								
Basic/Intermediate	½	\$242	18		22			
The hidden features and benefits	½	\$308		24			12	
Crystal Report Writing	½	\$308		10		20		
Fixed Assets	½	\$308		22			17	
Job Costing	½	\$308			15			14
Purchase Ordering/Creditors	½	\$308		8		19		
WAGE EASY **								
Payroll Introduction	½	\$308			8		10	

Free to customers with a current support contract and temporary staff registered with our agency. * Please call for available dates.

>>>>>>>> For more information or to register call 08 9470 9922 or email support@caman.com.au <<<<<<<<<

Note:

1. For course outlines please contact our office.
2. All attendees will receive a comprehensive course manual and a certificate on completion.
3. Courses are hands-on and PC's are provided.
4. CA Management Services Pty Ltd reserves the right to transfer courses with less than 3 participants.
5. All participants must be at the training centre by 8.45am.
6. Morning and afternoon refreshment provided.
7. Small groups of up to 8 participants.
8. Please note all prices quoted are excluding GST.

Cancellation Policy:

The following cancellation fees will apply if less than 7 working days notice is given:

1. Within 7 working days of scheduled training date, 10% of the program value.
2. Within 3 working days of scheduled training date, 50% of the program value.
3. Cancellation fee will be charged based on full course fee.

