



# Training Timetable 2010



	Days	Cost	Mar	Apr	May	Jun	Jul	Aug
<b>Microsoft Applications</b> Course times 9.00am –4.00pm								
<b>WORD PROCESSING</b>								
Word Level 1	2/1	\$255	2 & 3 or 29 & 30	12 & 13	14th or 24th	8th or 18th		
Word Level 2	2	\$255	16 & 17	15 & 16	27 & 28	21 & 22		
Word Advanced	Available one on one or in small groups, min 3 hours to be booked cost \$85 ex per hour							
<b>SPREADSHEETS</b>								
Excel Level 1	2	\$255	24 & 25	6 & 9 or 22 & 23	13 or 26	11 or 21		
Excel Level 2	2	\$255	4 & 5	31 March & 1 Apr	3 & 4 31 & 1	31 May & 1 Jun or 21		
Excel Advanced	Available one on one or in small groups, min 3 hours to be booked cost \$85 ex per hour							
<b>PRESENTATIONS</b>								
PowerPoint Introduction	2	\$255	10 & 11	20	18	16		
PowerPoint Advanced	2	\$255			23 & 24			
<b>DESKTOP PUBLISHING</b>								
Publisher Creative Publications	2	\$255	4 & 5	TBA	TBA			
<b>DATABASE DESIGN</b>								
Access Level 1	2	\$255	12 & 19	16	12	10		
<b>General Microsoft</b>								
Outlook Email	2	\$255	23 & 24	28 & 29	25 & 26	16 & 17		

>>>>>>> For more information or to register call 08 9470 9922 or email [support@caman.com.au](mailto:support@caman.com.au) <<<<<<<<

**Note:**

- All attendees will receive a comprehensive course manual and a certificate on completion.
- Courses are hands-on and PC's are provided.
- CA Management Services Pty Ltd reserves the right to transfer courses with less than 3 participants.
- All participants must be at the training centre by 8.45am.
- Morning and afternoon refreshment provided.
- Small groups of up to 8 participants.
- 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:

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

**CA Management Services Pty Ltd can also offer you:-**

- Customised courses to suit your requirements.
- Course outlines on all courses offered
- Self-assessment questionnaires for Microsoft Word, Excel, Access and Powerpoint

