



WideBay Volunteers

COURSE DATES

(JULY, AUGUST, SEPTEMBER)

Courses are run subject to participant numbers. All participants will receive a phone call prior to the course, to confirm the booking. If the participant needs to cancel their booking, this should be done no later than 48 hours prior to the course date, to receive a refund or credit. **PLEASE NOTE:** that course dates are subject to change.

SUBJECT	DATE	START	FINISH	DURATION	COST	MORNING TEA INC	MANUAL OR CD PROVIDED
Mouse & Keyboard Fundamentals XP	17-06-2010	9:00 am	11:00 am	2 hours	\$20.00		
Mouse & Keyboard Fundamentals XP	17-06-2010	1:00 pm	3:00 pm	2 hours	\$20.00		
Introduction Microsoft Windows XP	24-06-2010	9:00 am	2:00 pm	5 hours	\$60.00	√	√
Advanced Microsoft Windows XP	01-07-2010	9:00 am	2:00 pm	5 hours	\$60.00	√	√
Mouse & Keyboard Windows 7	08-07-2010	9:00 am	11:00 am	2 hours	\$20.00		
Mouse & Keyboard Windows 7	08-07-2010	1:00 pm	3:00 pm	2 hours	\$20.00		
Introduction Microsoft Windows 7	15-07-2010	9:00 am	2:00 pm	5 hours	\$60.00	√	√
Advanced Microsoft Windows 7	22-07-2010	9:00 am	2:00 pm	5 hours	\$60.00	√	√
Introduction Microsoft Word 2007	29-07-2010	9:00 am	2:00 pm	5 hours	\$60.00	√	√
Advanced Microsoft Word 2007	05-08-2010	9:00 am	2:00 pm	5 hours	\$60.00	√	√
Introduction Microsoft Excel 2007	12-08-2010	9:00 am	2:00 pm	5 hours	\$60.00	√	√
Advanced Microsoft Excel 2007	19-08-2010	9:00 am	2:00 pm	5 hours	\$60.00	√	√
Introduction Online Communication	26-08-2010	9:00 am	11:00 am	2 hours	\$20.00	√	√
Question Session	02-09-2010	9:00 am	2:00 pm	5 hours	\$60.00	√	√
Introduction Publisher	02-09-2010	9:00 am	2:00 pm	5 hours	\$60.00	√	√

Introduction MYOB Accounting Plus V 15	Book Now	8:30 am	3:00 pm	16 Hours		√	√
		8:30 am	3:00 pm		\$320.00	√	√
		8:30 am	1:00 pm			√	
Advanced MYOB Accounting Plus V 15	Booking on enquiry			12 Hours	\$240.00	√	√
National Recognised Training							
CHCADMIN305D : Working within the Administration Protocols of the Organisation	Rolling Start			40 Hours	\$80.00		√
CHCCOM302C: Communicate Appropriately with clients and Colleagues	Rolling Start			20 Hours	\$80.00		√
HLTOHS300A: Contribute to OHS Processes	Rolling Start			20 Hours	\$80.00		√
CERTIFICATE 1: Work Education/Work Readiness (Coming Soon)	Rolling Start			110 hours	\$80.00		√

*Concessions 10% discount for: Concessional Card Holders (inc Health Care Cards)

*All Prices inc GST

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