



SCREEN SMART

Software Training & Application Development

Software Training

Course Schedule

May 2018 to September 2018



Hands-on Tuition
Fully equipped training room with individual PCs for use in the course.

Free Telephone Support
Check up on that forgotten detail after the course.

Personal Attention
Small class size with a qualified, professional trainer.

Courses for All Levels
Introductory, Intermediate, Advanced, and Programming.

Practical Examples
Start to benefit as soon as you get back to the office.

Comprehensive Course Manual
Use it for reference after the course.

Course Schedule May 2018 to September 2018

(The first booking on a course will lock that course into Version 2010, 2013 or 2016)

Microsoft Excel

Microsoft Excel Level 1	16 May	13 Jun	18 Jul	15 Aug	19 Sep
Microsoft Excel Level 2	17 May	14 Jun	19 Jul	16 Aug	20 Sep
Microsoft Excel Level 3	18 May	15 Jun	20 Jul	17 Aug	21 Sep
Microsoft Excel Visual Vasic	On Request				

Microsoft Project

Microsoft Project Level 1	9 May	6 Jun	11 Jul	8 Aug	12 Sep
Microsoft Project Level 2	10 May	7 Jun	12 Jul	9 Aug	13 Sep
Microsoft Project Level 3	11 May	8 Jun	13 Jul	10 Aug	14 Sep

Microsoft Word

Microsoft Word Level 1	2 May	30 May	27 Jun	1 Aug	5 Sep
Microsoft Word Level 2	3 May	31 May	28 Jun	2 Aug	6 Sep
Microsoft Word Level 3	4 May	1 Jun	29 Jun	3 Aug	7 Sep
Microsoft Word Visual Basic	On Request				

Phone
E-Mail

0428 440314
train@screensmart.com.au

PO Box 1435
Mackay, Qld 4740

Course Schedule March 2018 to July 2018 (continued)
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Microsoft Access			
Microsoft Access Level 1	14 May	4 Jul	26 Sep
Microsoft Access Level 2	15 May	5 Jul	27 Sep
Microsoft Access Level 3	11 Jun	6 Jul	28 Sep
Other Courses			
Intorduction to Windows	4 Jun	13 Aug	
Microsoft Powerpoint Level 1	18 Jun	23 Aug	
Microsoft Powerpoint Level 2	19 Jun	24 Aug	
Microsoft Visio	21 May	16 Jul	10 Sep
Microsoft OneNote	5 Jun	14 Aug	
Adobe Acrobat	30 Apr, 1 May	6, 7 Aug	
Adobe Photoshop	On Request		
Adobe InDesign	On Request		
Adobe Illustrator	On Request		

Group Discount

Discounts apply when more than one person attends the same course from the same organisation.

Cost of Most Training Courses as at 1 January 2018. Cost excludes GST

Cost for one person attending a course is \$450 ex GST per day.

Cost for each additional person attending the same course from the same company is \$320 ex GST per day

More advanced or unusual courses may cost more.

One on one training is available at a charge of \$170.00 ex GST per hour (plus travelling time if necessary).

Please phone or email for a quote on training at sites away from Mackay.

Require more information?

Please phone or email for any details about courses. We can send you Course Outlines for any of the courses. Some courses have prerequisites. Most courses, for example, require Windows experience or attendance at our Windows introductory course.

Easy Registration

Simply Phone or e-mail to us here at [Screen Smart](http://ScreenSmart.com.au).