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With Manual

**Please Contact us for a more detailed information sheet on each course.**

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**Our Guarantee**

**If you are not satisfied with the results of the training, you can repeat the course free of charge.**

➤ **Free Skills Testing available on web site**

➤ **Training manuals included**

➤ **Course details are subject to change without notice.**

➤ **Bookings are confirmed on receipt of full payment.**

➤ **COURSE DURATION:**  
**Courses are either two days or 3 to 6 hrs**

**Cancellations received up to 5 working days before the course date are refundable minus a \$22.00 service charge. After that, cancellations are subject to the entire course fee, which may be applied to future courses. If you do not cancel and don't attend you are still responsible for payment.**

**If our course schedule doesn't suit your training needs, contact us, as we can often tailor dates, times, and content to assist you. We can even come to your premises if preferred.**



# COMPUTER COURSES

## 2008

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AUTHORIZED TESTING CENTER

## **PcSkills** Computer Training

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Sat 5<sup>th</sup>/Sun 6<sup>th</sup> April 2008

Sat 3<sup>rd</sup>/Sun 4<sup>th</sup> May 2008

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Word Level I II III

Excel Level I II III

Access Level I II III

Outlook

Windows XP

Publisher

Power Point

Project I II

Internet/Email

Intro to Computers

## Additional Courses

Dream-weaver

Photoshop I

Photoshop II

InDesign

MYOB Payroll

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