

One On One Training \$75.00 an hour

Intro to computers & Windows XP.....\$225
"De-mystify" the world of computers and increase your computer confidence and knowledge.

Project Level I (2 Modules)\$450

M.Y.O.B Two Days\$350
Learn the basics of this popular accounting program.

Adobe Illustrator with Manual\$225
Learn how to work with graphically complex documents.

Word XP Level I II & III 2003/2007 per level.
Learn the skills of Microsoft Word..... **\$225**

PowerPoint 2003/2007.....\$225
Learn how to make an eye catching presentation.

PhotoShop Level I (2 Modules)\$450

PhotoShop Level II (2 Modules)\$450

Excel Level I II & III 2003/2007\$225
Learn the skills of Microsoft Excel.

Access Level I & II 2003/2007\$450

Publisher 2003/2007\$225
Learn basic desktop publishing skills plus hints and ideas for improving your design and layout.

InDesign CS3.....\$450
Two Sessions

Web Page Design Dream-Weaver
Two sessions\$450
Create eye catching and professional looking web sites.
With Manual

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

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

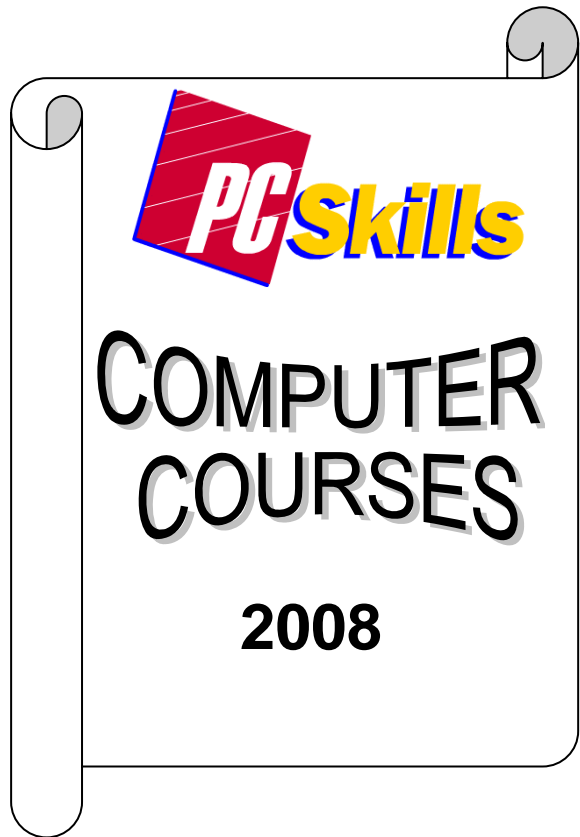
Cancellations received up to 5 working days before the course date are refundable minus a \$22.00 service charge. After that, cancellations are subject to the entire course fee, which may be applied to future courses. If you do not cancel and don't attend you are still responsible for payment.

LOCATION:-

PC Skills is located in
The Conservatory Arcade
Which runs from Abbott Street thru to Lake Street
Situated at the wharf end of Abbott & Lake Street.
See map on web page
www.pcskills.biz/contactinfo.htm
You can also book online.

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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.



11 years Locally Owned & Operated

"Our computer training is friendly, fun and affordable.

If you want personal attention in a state-of-the-art training facility, call us. We're here to help!"

The Conservatory Arcade
Suite 19 Abbott Street
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Fax 07 4093 7677
Web: www.pcskills.biz
Email: pcskills@computers-fx.com

PcSkills

Computer Training

Locally owned & operated 11 years

MYOB

9am – 3.30pm

Sat 4th / Sun 5th Oct 2008

Sat 1st / Sun 2nd Nov 2008

Sat 6th / Sun 7th Dec 2008

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\$225.00 per module

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2003 Or 2007

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

Illustrator

Additional Courses

Dream-weaver

Photoshop I

Photoshop II

InDesign

Visio

MYOB Payroll

