

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 Acrobat 6 with Manual\$550
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
Situating at the wharf end of Abbott & Lake Street.
See map on web page
www.pcskills.biz/contactinfo.htm
You can also book online.

Microsoft, and the Microsoft Logo are registered trademarks of Microsoft Corporation in the United States and/or other countries

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

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
Ph 07 4093 7677
Fax 07 4093 7677
Web: www.pcskills.biz
Email: pcskills@computers-fx.com

PcSkills
Computer Training

Locally owned & operated 12 years

MYOB

9am – 3.30pm

Sat 14th/Sun15thJune 2008

Sat 5th/Sun 6th July 2008

Sat 2nd/Sun3rdAug 2008

Ph Now 4093 7677 or 4055 6311

pcskills@computers-fx.com

www.pcskills.biz

pcskills@computers-fx.com

www.pcskills.biz

PCskills Computer Training Centre

Web Site for Course Outlines

www.pcskills.biz

Email Address pcskills@computers-fx.comk

Microsoft Training Courses for 2003 & 2007
\$225.00 per module

9am – 12Noon 12.30 – 3.30pm
4.30pm – 7.30pm week days

Ph 4093 7677 or 4055 6311

Book on line at www.pcskills.biz

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

Ph (07) 4093 7677
or 4055 6311

