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SOS COMPUTER TRAINING

## Training Philosophy

Improving workplace performance by providing task based and relevant software training in a vital, fun way, with no jargon.

# SOFTWARE TRAINING SCHEDULE – JAN TO JUN 2011

COURSE TITLE	DAYS	\$ Inc GST	JAN	FEB	MAR	APR	MAY	JUN
<b>Microsoft Project 2003/2007</b>								
Project Foundation	2	\$895		8 & 9	16 & 17	6 & 7	4 & 5	2 & 3 28 & 29
Project Advanced	2	\$895					18 & 19	
<b>Microsoft Project 2010 ☎</b>								
Project Foundation	2	\$895						
<b>Microsoft Excel 2007</b>								
Foundation	1	\$385	27				12	
Intermediate	1	\$385		24		13		8
Advanced ☎	1	\$385						
<b>Microsoft Excel 2010</b>								
Foundation ☎	1	\$385						
Intermediate ☎	1	\$385						
Advanced ☎	1	\$385						
<b>Microsoft Word 2007</b>								
Foundation	1	\$385			2		11	
Intermediate	1	\$385		16		12		
Advanced ☎	1	\$385						
<b>Microsoft Word 2010</b>								
Foundation ☎	1	\$385						
Intermediate ☎	1	\$385						
Advanced ☎	1	\$385						
<b>Microsoft Outlook 2007/2010</b>								
Foundation	1	\$385			10		26	
<b>Microsoft Access 2007/2010</b>								
Foundation	2	\$895			2 & 3			
<b>Microsoft PowerPoint 2007/2010</b>								
Foundation ☎	1	\$385						

☎ Phone for dates

Laptop hire - \$55 or bring your own and save.

Enjoy small group training in a supportive atmosphere delivered by qualified trainers with many years experience.

Included in Fee	Free Bonuses
<ul style="list-style-type: none"> <li>Comprehensive manual.</li> <li>Morning/afternoon tea on all courses.</li> <li>Quality lunch on all courses.</li> </ul>	<ul style="list-style-type: none"> <li>USB flash drive with training and sample files.</li> <li>Index book for recording of shortcuts.</li> <li>SOS mouse mat and bookmark.</li> <li>Unlimited post training support.</li> </ul>

### The SOS Guarantee:

If a participant has not understood some aspect of the training received, SOS will provide a free individual TeleCoaching session to address the issue until it has been understood and the problem solved.

Register your course online at [www.sherlocksos.com](http://www.sherlocksos.com) or phone 1800 114 224