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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 – JUL TO DEC 2010

COURSE TITLE	DAYS	\$ Inc GST	JUL	AUG	SEP	OCT	NOV	DEC
Microsoft Windows								
Windows 7 ☎	½							
Microsoft Word 2007/2010								
Level 1 – Foundation	1	\$385	14			7		
Level 2 – Intermediate	1	\$385		13			4	
Level 3 – Advanced	1	\$385			1			8
Microsoft Excel 2007/2010								
Level 1 – Foundation	1	\$385	26	16		5		
Level 2 – Intermediate	1	\$385		23			17	
Level 3 – Advanced	1	\$385			6			6
Microsoft Outlook 2007/2010								
Level 1 – Optimising Outlook	1	\$385			8			
Microsoft Project 2003/2007/2010								
Level 1 – Project Foundation	2	\$895		3&4		20&22		
Microsoft PowerPoint 2007/2010								
Level 1 – Foundation ☎	1	\$385						
Microsoft Access 2003/2007/2010								
Level 1 – Foundation	2	\$895						
Microsoft Publisher 2007/2010								
Level 1 – Foundation ☎	2	\$385						
Microsoft Visio 2007/2010								
Level 1 – Foundation ☎	2	\$385						

☎ Phone for dates

Laptop hire - \$33 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"> Comprehensive manual. Morning/afternoon tea on all courses. Quality lunch on all courses. 	<ul style="list-style-type: none"> USB flash drive with training and sample files. Index book for recording of shortcuts. SOS mouse mat and coaster. Unlimited post training support.

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 or phone 1800 114 224