

Microsoft Desktop Training schedules for 2010

"we have taken out the extra perks, and only charge you for training since 1992"

1. Public Courses: \$325/day/person See schedule on page two of this document or for
2. Private Lesson: Session range from \$325 - \$850/first person + gst & additional \$99 for extra person(s) + gst + 20% surcharge for evening training or weekends.

Venue: Level 7, 114 – 120 Castlereagh St, Sydney 2000

10% off Early Bird discount for orders placed by 15th of each month & payment by credit card

Hours 9am – 4pm

COURSE NAME	<i>One to One sessions can be done on your site, and can be customised to your needs. See the variety of courses listed below n their prices</i>	Per first person charge + GST	For extra persons + GST
Excel (any version) group Customized	Private lessons/One to One personalised training. You can add additional staff for an extra \$120/day/level/person	\$325	\$99/Day/lvl
Outlook 2003,2007 group or private	Private lessons/One to One personalised training. You can add additional staff for an extra \$120/day/level/person	\$325	\$99/Day/lvl
FrontPage, Corel draw,MYOB private	Private lessons/One to One personalised training. You can add additional staff for an extra \$120/day/level/person	\$325	\$99/Day/lvl
Visio Professional group or private	Private lessons/One to One personalised training. You can add additional staff for an extra \$120/day/level/person	\$325	\$99/Day/lvl
Visual Basics in Excel private or group	Private lessons/One to One personalised training. You can add additional staff for an extra \$120/day/level/person	\$490	\$120/Day/lvl
Access 2003 private or group	Private lessons/One to One personalised training. You can add additional staff for an extra \$120/day/level/person	\$325	\$99/Day/lvl
PageMaker/Publisher private or group	Private lessons/One to One personalised training. You can add additional staff for an extra \$120/day/level/person	\$650	\$120/Day/lvl
Illustrator,Indesign private or group	Private lessons/One to One personalised training. You can add additional staff for an extra \$120/day/level/person	\$750	\$120/Day/lvl
Project 2003,2007 group - 2days	Private lessons/One to One personalised training. You can add additional staff for an extra \$120/day/level/person	\$790	\$120/Day/lvl
<i>Adobe Captivate 3.0 - 1 day</i>	Private lessons/One to One personalised training. You can add additional staff for an extra \$120/day/level/person	\$850	\$120/Day/lvl
Adobe Photoshop Private or group	Private lessons/One to One personalised training. You can add additional staff for an extra \$120/day/level/person	\$850	\$120/Day/lvl

All public courses listed below are **\$325/day/level/person**. Fees include 1 training manual, certificate of completion.

COURSE NAME	Days	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC				
Excel 2003 Introduction	1	26		2		4		6		1		3				
Excel 2003 Intermediate	1		12		14		9		10		5	10				
Excel 2003 Advanced	1		19		21		16		17		19					
Word 2003 Introduction	1		5			11		13		8						
Word 2003 Intermediate	1	12			7			20			12					
Word 2003 Advanced	1		19			18			3		26					
PowerPoint 2003 Intro&Inter	1	19			28			27				17				
PowerPoint 2003 Advanced	1		26			25			24			7				
Excel 2007 Introduction	1	<i>MS Office 2007 classes available On 1 to 1 basis or private groups</i>						2			15		14			
Excel 2007 Intermediate	1							23						22	30	
Excel 2007 Advanced	1												28			21
Word 2007 Introduction	1	<i>Training at ICOM Centre or on your site</i>						27			29					
Word 2007 Intermediate	1	<i>Give us the date you want to train...</i>							31			9				
Word 2007 Advanced	1												21		16	
PowerPoint 2007 Intro&Inter	1						<i>Word 2007 (intermediate) – April 23, 2010</i>						27			26
PowerPoint 2007 Advanced	1							10			18					

***We require a minimum of 2 students for a Public Course to proceed.

PRE-PURCHASE TRAINING DAYS AT LOWER PRICE:

1. Booklet of 10 vouchers @ \$220/day/person = \$2200 *Note: normal rate is \$325/day for public courses.*
2. Booklet of 20 vouchers @ \$200/day/person = \$4000 + 1 FREE day
3. Booklet of 40 vouchers @ \$150/day/person = \$6000 + 2 FREE days

"ONE TO ONE"- PRIVATE LESSONS - see price schedule on page 1 of this document.

GROUP SESSIONS - Training on your site or ICOM site: \$325 - \$850 for first person and then \$99 + GST for additional person(s). Simple way to calculate your group training!!!

Roving Trainer sessions: \$499/day without manuals, covering problem spots with various people. Please ask about this service.

For the **IT Technical staff** we also provide many technical courses eg: **MCP MCSE CCNA Ms Exchange server 2003/2007, Ms Vista, A+ for beginners, SQL 2005, MS Server 2003, IT Project +, MCSA.**

All purchases valid for 12 months!