



ENVISAGE
TRAINING



Microsoft
CERTIFIED
Partner

Learning Solutions

Public Schedule | Nov 2012 – Jan 2013

Public Scheduled Workshops | Full Day

9:00am to 4:00pm
* 9:00am to 3:00pm



Microsoft Workshops	Level	Dur	Scheduled Dates	Cost (inc GST)
Microsoft Access 2007	Intro	1 day	7 Nov, 6 Dec	\$355
Microsoft Access 2007	Inter	1 day	20 Nov, 19 Dec, 15 Jan	\$355
Microsoft Access 2007	Adv	1 day	26 Nov, 31 Jan	\$355
Microsoft Access 2010	Intro	1 day	5 Nov, 6 Dec	\$355
Microsoft Access 2010	Inter	2 days	13 & 14 Nov, 13 & 14 Dec	\$690
Microsoft Access 2010	Adv	1 day	26 Nov, 31 Jan	\$355
Microsoft Access – Programming in VBA	Adv	2 days	☎ 1300 881 026	\$900
Microsoft Excel 2003	Intro	1 day	☎ 1300 881 026	\$355
Microsoft Excel 2003	Inter	1 day	12 Nov, 13 Dec	\$355
Microsoft Excel 2003	Adv	1 day	☎ 1300 881 026	\$355
Microsoft Excel 2007	Intro	1 day	15 Nov, 17 Dec, 17 Jan	\$355
Microsoft Excel 2007	Inter	1 day	21 Nov, 24 Jan	\$355
Microsoft Excel 2007	Adv	1 day	30 Nov, 29 Jan	\$355
Microsoft Excel 2010	Intro	1 day	5 Nov, 4 Dec, 14 Jan	\$355
Microsoft Excel 2010	Inter	2 days	8 & 9 Nov, 11 & 12 Dec	\$690
Microsoft Excel 2010	Adv	1 day	22 Nov, 20 Dec	\$355
Microsoft Excel – Programming in VBA	Adv	2 days	28 & 29 Nov, 28 & 29 Jan	\$900
Microsoft Excel – Data Analysis	Adv	1 day	6 Nov, 5 Dec, 18 Jan	\$355
Microsoft PowerPoint 2007 or 2010	Inter-Adv	1 day	22 Nov, 23 Jan	\$355
Microsoft Project (2 Days) 2007 or 2010	Intro	2 days	29 & 30 Nov, 21 & 22 Jan	\$750
Microsoft Project 2010	Adv	1 day	20 Nov, 28 Jan	\$395
Microsoft Publisher * 2007 or 2010	All	1 day	27 Nov, 25 Jan	\$355
Microsoft SharePoint	All	1 day	8 Nov, 14 Dec, 16 Jan	\$430
Microsoft Office 2007 - Introductory (Word, Excel, PowerPoint - tips, tricks, shortcuts)	Intro	1 day	☎ 1300 881 026	\$355
Upgrading to Microsoft Office 2010 (Word, Excel, PowerPoint & Outlook)	Intro-Inter	1 day	28 Nov, 23 Jan	\$355
Microsoft Visio	All	1 day	☎ 1300 881 026	\$355
Microsoft Word 2007	Inter	1 day	2 Nov, 3 Dec	\$355
Microsoft Word 2007	Adv	1 day	7 Nov, 30 Jan	\$355
Microsoft Word 2010	Intro	1 day	6 Nov, 5 Dec	\$355
Microsoft Word 2010	Inter	1 day	16 Nov, 18 Dec, 14 Jan	\$355
Microsoft Word 2010	Adv	1 day	27 Nov, 25 Jan	\$355
Time Management with Microsoft Outlook	All	1 day	14 Nov, 18 Dec, 15 Jan	\$355

Microsoft Office 2003 Training available on request

Full Day Course Includes: Course Manual, morning tea, lunch, tea & coffee and refreshments
All courses held at Unit 3-4 / 5 Albany Forest Drive, Albany Creek QLD

Tel: 1300 881 026 - www.envisagetraining.com.au

Please visit our website for Booking and Payment Terms & Conditions.

Adobe Workshops	Level	Dur	Scheduled Dates	Cost (inc GST)
Adobe Dreamweaver - Web Design *	Intro	1 day	☎ 1300 881 026	☎
Adobe Dreamweaver - Web Design (Beyond Basics) *	Adv	1 day	☎ 1300 881 026	☎
Adobe Flash *	Intro	1 day	☎ 1300 881 026	☎
Adobe Illustrator / InDesign / Photoshop / Premiere	All	1 day	☎ 1300 881 026	☎

For Educators	Level	Dur	Scheduled Dates	Cost (Ex GST) No further discounts apply
Interactive Whiteboard Software for Schools	All	1 day	☎ 1300 881 026	\$285
Internet Resources for Education	All	1 day	☎ 1300 881 026	\$285
Microsoft OneNote	All	½ day	14 Nov, 14 Dec	\$240
Teaching in the Interactive Classroom (Interactive Whiteboards & Software, Student Response Systems, Web Tools)	All	1 day	☎ 1300 881 026	\$285
Windows in the Classroom	All	1 day	☎ 1300 881 026	\$285

MYOB Workshops	Level	Dur	Scheduled Dates	Cost (Inc GST)
MYOB – Setting Up	All	1 day	2 Nov, 7 Dec	\$340
MYOB – Day to Day Processes	Intro	1 day	16 Nov, 17 Dec, 16 Jan	\$340
MYOB – For Accountants	Inter	1 day	☎ 1300 881 026	\$340
MYOB – Advanced Processes: Beyond Day to Day	Adv	1 day	23 Nov, 19 Dec, 30 Jan	\$340
MYOB – Payroll	All	1 day	19 Nov, 20 Dec, 18 Jan	\$340


Professional Development Workshops	Level	Dur	Scheduled Dates	Cost (Inc GST)
Project Management Essential Skills	All	2 days	☎ 1300 881 026	\$880
Effective Communication Skills	All	1 day	☎ 1300 881 026	\$435
Dealing with Difficult People	All	1 day	☎ 1300 881 026	\$435
Sales Training for 2012 and Beyond	All	1 day	☎ 1300 881 026	\$435
Conflict Resolution	All	-	☎ 1300 881 026	☎
Professionalism in Business	All	1 day	☎ 1300 881 026	\$435
Time Management	All	1 day	☎ 1300 881 026	\$435
Client/Customer Service	All	1 day	☎ 1300 881 026	\$435
The Front Office/Receptionist's Toolkit	All	1 day	☎ 1300 881 026	\$435

Full Day Course Includes: Course Manual, morning tea, lunch, tea & coffee and refreshments
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Workshop Registration

 **Call** (07) 3325 3267.


Have this form and
your credit card
details handy

 **Fax** this form

to (07) 3264 4488

 Enrol **online** at

our website or
email us today.

 **Post** this form to

PO Box 731
Albany Creek
QLD 4035

COMPANY DETAILS:

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

PURCHASE ORDER NUMBER: _____ ACCOUNTS EMAIL: _____

WORKSHOP BOOKING DETAILS:

FIRST NAME	LAST NAME	PHONE	EMAIL	WORKSHOP & DATE

PAYMENT DETAILS:

I HAVE TRANSFERRED THE TOTAL WORKSHOP COST TO THE FOLLOWING BANK ACCOUNT

BANK: COMMONWEALTH BANK OF AUSTRALIA

ACCOUNT: ENVISAGE TRAINING PTY LTD

ACCOUNT NO: 101 688 96

BSB: 064 - 151

I HAVE MAILED A CHEQUE FOR: \$ _____ to PO BOX 731, Albany Creek, QLD 4035

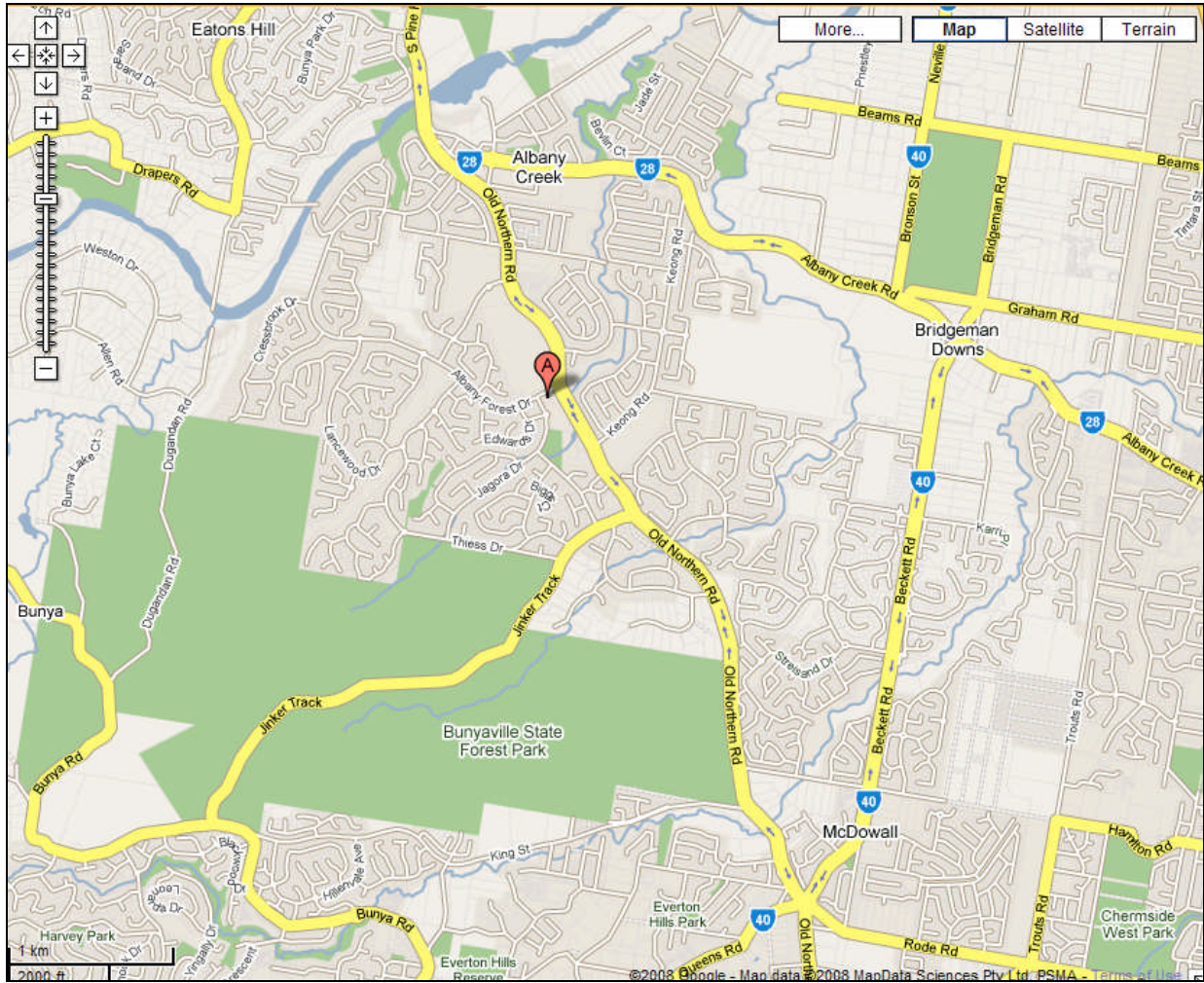
PLEASE CHARGE MY: MASTERCARD VISA (3% surcharge applies for all credit card payments)

CARD NUMBER: _____

EXPIRY DATE: _____

CARDHOLDERS NAME: _____

CARDHOLDERS SIGNATURE: _____



Unit 3-4, 5 Albany Forest Drive, Albany Creek Queensland



Learning Solutions

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ABN: 53 103 305 308 | GISC Agreement Number Q-2600