



SUTHERLAND  
TRAINING

*caring, flexible, professional*

# Sutherland Training

Registered Training Organisation

## TRAINING SCHEDULE 2012

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### TRAINING SCHEDULE - JAN TO DECEMBER 2012

SHORT COURSES	LEVEL	DURATION	PRICE	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan
Introduction to Computers	Introduction	1 day	\$300	21		26		14	26	21	19		22	22	21
Intro to Email & Internet	Introduction	1 day	\$300	*	*	*	*	*	*	*	*	*	*	*	*
Windows 7	Introduction	1 day	\$300	*	*	*	*	*	*	*	*	*	*	*	*
MYOB AccountRight v19	Introduction	1 day	\$310	14	1,12,28	5,17,25	3,16,24	5,13,21	3,11,24	2,14,23	4,12,26	9,18,29	6,14,29	6,14,29	4.12.18
MYOB AccountRight v19	Intermediate	1 day	\$320	17,27	9,30	10,27	11,28	8,25	10,26	10,26	10,21	8,19	12,23	12,23	12,23
MYOB AccountRight v19	Advanced	1 day	\$390		2	13	31		12	23		4			
MYOB AccountRight v19	Payroll	1 day	\$350	24	23	23	23	22	24	24	24	24	30	30	30
Excel 2010	Introduction	1 day	\$300	2,15	8,21	4,16	3,22	5, 20	3,24	8,23	6,25	10,25	13,22	13,22	13,22
Excel 2010	Intermediate	1 day	\$310	28	14, 29	12, 31	15, 26	12,27	10,25	9,28	8,26	11,26	19,29	19,29	19,29
Excel 2010	Advanced	1 day	\$330	6	22	5	10	11	12	14	15	16	22	22	22
Word 2010	Introduction	1 day	\$300	3	7, 20	11	3	5	7	9	10	12	12	12	12
Word 2010	Intermediate	1 day	\$310	8	5	10	8	6	4	14	11	12	12	12	12
Word 2010	Advanced	1 day	\$330	*	*	*	*	*	*	*	*	*	*	*	*
Outlook 2010	Introduction	1 day	\$300	22		3	15	27		7	18	30	30	30	30
Outlook 2010	Intermediate	1 day	\$310	*	*	*	*	*	*	*	*	*	*	*	*
Access 2010	Introduction	1 day	\$300	20		6	18	29	12	24		5	6	6	6
Access 2010	Intermediate	1 day	\$310	*	*	*	*	*	*	*	*	*	*	*	*
Access 2010	Advanced	1 day	\$330	*	*	*	*	*	*	*	*	*	*	*	*
Project 2010	Introduction	1 day	\$380	9	19	19	3	18	30	21	20	22	23	23	23
Project 2010	Intermediate	1 day	\$390	16	26	23	8	19	31		21				
PowerPoint 2010	Introduction	1 day	\$300	13		18	*	*	*	*	*	*	*	*	*
PowerPoint 2010	Intermediate	1 day	\$310	*	*	*	*	*	*	*	*	*	*	*	*
Publisher 2010	Introduction	1 day	\$300	29	*	*	*	*	*	*	*	*	*	*	*

\* These courses will run on demand. Please could you contact us with your expression of interest and we will let you know the next course date

ACCREDITED COURSES	PRICE	2012 DATES
Certificate II in Business (BSB20107)	\$1,520	6 Feb - 30 April   4 June - 20 Aug   10 Sept - 3 Dec
Certificate III in Business Administration (BSB30407)	\$1,820	7 Feb - 1 May   5 June - 21 Aug   11 Sept - 4 Dec
Certificate IV in Business ((BSB40207)	\$2,160	8 Feb - 2 May   6 June - 22 Aug   12 Sept - 5 Dec

REVISION DATE 23 February 2012