

BAYSIDE LEARNING CENTRE

Suite 6c Level One 26 Redland Bay Road Capalaba Queensland 4157 ABN 18 943 097 632

timetable JULY - DECEMBER 2008

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COURSE NAME:	DAY:	TIME:	AVAILABLE:
COMPUTERS FOR BEGINNERS \$299 (21 hours)	Thursday Mornings	9.00 am – 12.00 pm	10 JULY to 21 AUGUST 28 AUGUST to 23 OCTOBER 30 OCTOBER to 11 DECEMBER
	Wednesday Evenings	6.00 pm – 9.00 pm	23 JULY to 10 SEPTEMBER 15 OCTOBER to 26 NOVEMBER
M.Y.O.B. ACCOUNTING PLUS PAYROLL \$399* (15 hours) *includes 2 Training Manuals	Friday Mornings	9.00 am – 12.00 pm	18 JULY to 15 AUGUST 22 AUGUST to 19 SEPTEMBER 10 OCTOBER to 7 NOVEMBER 14 NOVEMBER to 12 DECEMBER
	Tuesday Evenings	6.00 pm – 9.00 pm	15 JULY to 12 AUGUST 19 AUGUST to 16 SEPTEMBER 7 OCTOBER to 4 NOVEMBER 11 NOVEMBER to 9 DECEMBER
	All-day Weekend	9.00 am – 5.00 pm	Two Consecutive Saturdays: 23 & 30 AUGUST 15 & 22 NOVEMBER
	Any Weekday Afternoon	12.30 pm – 3.30 pm	CONTINUOUS ENROLMENT (SELF-PACED COURSE)
MICROSOFT OFFICE \$449 (30 hours) consists of Word, Excel, PowerPoint and Files, Folders & Disks	Tuesday Mornings	9.00 am – 12.00 pm	15 JULY to 16 SEPTEMBER 19 AUGUST to 4 NOVEMBER 7 OCTOBER to 9 DECEMBER
	Wednesday Mornings	9.00 am – 12.00 pm	9 JULY to 17 SEPTEMBER 20 AUGUST to 5 NOVEMBER 8 OCTOBER to 10 DECEMBER
	Monday Evenings	6.00 pm – 9.00 pm	14 JULY to 22 SEPTEMBER 18 AUGUST to 27 OCTOBER 6 OCTOBER to 8 DECEMBER
	Any Weekday Afternoon	12.30 pm – 3.30 pm	CONTINUOUS ENROLMENT (SELF-PACED COURSE)
UPGRADE TO OFFICE 2007 \$199 (12 hours)	Any Weekday Afternoon	12.30 pm – 3.30 pm	CONTINUOUS ENROLMENT (SELF-PACED COURSE)
ADOBE PHOTOSHOP \$243* (12 hours) *includes Training Manual	Thursday Evenings	6.00 pm – 9.00 pm	24 JULY to 14 AUGUST 16 OCTOBER to 6 NOVEMBER
	Monday Mornings	9.00 am – 12.00 pm	25 AUGUST to 15 SEPTEMBER 27 OCTOBER to 17 NOVEMBER
	Any Weekday Afternoon	12.30 pm – 3.30 pm	CONTINUOUS ENROLMENT (SELF-PACED COURSE)
DATABASES WITH ACCESS \$243* (12 hours) *includes Training Manual	Thursday Evenings	6.00 pm – 9.00 pm	28 AUGUST to 18 SEPTEMBER
	Any Weekday Afternoon	12.30 pm – 3.30 pm	CONTINUOUS ENROLMENT (SELF-PACED COURSE)
DESK-TOP PUBLISHING PUBLISHER \$193* (9 hours) *includes Training Manual	Thursday Evenings	6.00 pm – 9.00 pm	13 NOVEMBER to 27 NOVEMBER
	Any Weekday Afternoon	12.30 pm – 3.30 pm	CONTINUOUS ENROLMENT (SELF-PACED COURSE)
MICROSOFT OUTLOOK \$149 (9 hours)	Any Weekday Afternoon	12.30 pm – 3.30 pm	CONTINUOUS ENROLMENT (SELF-PACED COURSE)

Courses may be cancelled or postponed due to insufficient enrolments. Prices are valid as at 1st January 2008 and subject to change without notice.

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MICROSOFT WORD WORD PROCESSING \$199 (12 hours)	Tuesday Mornings	9.00 am – 12.00 pm	19 AUGUST to 9 SEPTEMBER 11 NOVEMBER to 2 DECEMBER
	Wednesday Mornings	9.00 am – 12.00 pm	9 JULY to 30 JULY 8 OCTOBER to 29 OCTOBER
	Monday Evenings	6.00 pm – 9.00 pm	14 JULY to 4 AUGUST 6 OCTOBER to 27 OCTOBER
	Any Weekday Afternoon	12.30 pm – 3.30 pm	CONTINUOUS ENROLMENT (SELF-PACED COURSE)
MICROSOFT EXCEL SPREADSHEETS \$149 (9 hours)	Tuesday Mornings	9.00 am – 12.00 pm	15 JULY to 29 JULY 7 OCTOBER to 21 OCTOBER
	Wednesday Mornings	9.00 am – 12.00 pm	20 AUGUST to 3 SEPTEMBER 12 NOVEMBER to 26 NOVEMBER
	Monday Evenings	6.00 pm – 9.00 pm	18 AUGUST to 1 SEPTEMBER 3 NOVEMBER to 17 NOVEMBER
	Any Weekday Afternoon	12.30 pm – 3.30 pm	CONTINUOUS ENROLMENT (SELF-PACED COURSE)
MICROSOFT POWERPOINT SLIDE SHOWS \$99 (6 hours)	Tuesday Mornings	9.00 am – 12.00 pm	5 & 12 AUGUST 28 OCTOBER to 4 NOVEMBER
	Wednesday Mornings	9.00 am – 12.00 pm	10 & 17 SEPTEMBER 3 & 10 DECEMBER
	Monday Evenings	6.00 pm – 9.00 pm	8 & 15 SEPTEMBER 24 NOVEMBER to 1 DECEMBER
	Any Weekday Afternoon	12.30 pm – 3.30 pm	CONTINUOUS ENROLMENT (SELF-PACED COURSE)
MANAGING YOUR FILES, FOLDERS & DISKS \$49 (3 hours)	Tuesday Mornings	9.00 am – 12.00 pm	16 SEPTEMBER 9 DECEMBER
	Wednesday Mornings	9.00 am – 12.00 pm	6 AUGUST 5 NOVEMBER
	Monday Evenings	6.00 pm – 9.00 pm	22 SEPTEMBER 8 DECEMBER
ADVANCED WORD OR EXCEL each \$199 (12 hours)	Any Weekday Afternoon	12.30 pm – 3.30 pm	CONTINUOUS ENROLMENT (SELF-PACED COURSE)
WEB DESIGN \$199 (12 hours)	Any Weekday Afternoon	12.30 pm – 3.30 pm	CONTINUOUS ENROLMENT (SELF-PACED COURSE)
BASIC BOOKKEEPING \$188* (9 hours) *includes Course Materials	Saturday Mornings	9.00 am – 12.00 pm	2 AUGUST to 16 AUGUST 25 OCTOBER to 8 NOVEMBER
QUICKBOOKS ACCOUNTING & PAYROLL \$399* (15 hours) *includes 2 Training Manuals	All-day Weekend	9.00 am – 5.00 pm	Two Consecutive Saturdays: 6 & 13 SEPTEMBER
	Any Weekday Afternoon	12.30 pm – 3.30 pm	CONTINUOUS ENROLMENT (SELF-PACED COURSE)
M.Y.O.B. ADVANCED \$199 (12 hours)	Any Weekday Afternoon	12.30 pm – 3.30 pm	CONTINUOUS ENROLMENT (SELF-PACED COURSE)
TOUCH TYPING \$149 (12 hours)	Any Weekday Afternoon	12.30 pm – 3.30 pm	CONTINUOUS ENROLMENT (SELF-PACED COURSE)

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