

Register online at www.odysseytraining.com.au or for all training enquiries please feel free to call us on **07 3229 9505**.

Computer Training Courses	Level	Duration	Price inc GST	Jul	Aug	Sep	Oct	Nov	Dec	
Microsoft Office Programs										
Introduction to Computers	Intro	1 Day	\$340	8	-	2	-	5	-	
Microsoft Office 2007/2010 New Features	Upgrade	1 Day	\$340	6	-	3	-	3	-	
Microsoft Access 2003	Intro	2 Days	\$750	1-2	3-4	13-14	11-12	10-11	-	
Microsoft Access 2003	Inter	1 Day	\$375	19	-	27	-	17	-	
Microsoft Access 2003	Adv	2 Days	\$750	-	30-31	-	27-28	-	21-22	
Microsoft Access 2007/2010	Intro	2 Days	\$750	1-2	-	13-14	-	10-11	-	
Microsoft Access 2007/2010	Inter	1 Day	\$375	19	-	27	-	17	-	
Microsoft Access 2007/2010	Adv	2 Days	\$750	-	30-31	-	27-28	-	21-22	
VBA for Microsoft Access 2003/2007/2010	Adv	2 Days	\$880	-	-	23-24	-	-	-	
Microsoft Excel 2003	Intro	1 Day	\$340	5, 15, 23, 28	2, 13, 23	3, 13, 24	4, 13, 25	2, 12, 22	2, 13	
Microsoft Excel 2003	Inter	1 Day	\$340	7, 14, 20, 30	5, 16, 26	6, 17, 28	5, 15, 28	4, 9, 15, 26	10, 22	
Microsoft Excel 2003	Adv	2 Days	\$700	8-9, 26-27	9-10, 24-25	8-9, 20-21	7-8, 18-19	3-4, 18-19	16-17	
Microsoft Excel 2007/2010	Intro	1 Day	\$340	5, 23	2	3	4	2	2	
Microsoft Excel 2007/2010	Inter	1 Day	\$340	7, 20	5, 16	6, 17	15	9	10	
Microsoft Excel 2007/2010	Adv	2 Days	\$700	8-9, 26-27	9-10, 24-25	20-21	18-19	18-19	16-17	
VBA for Microsoft Excel 2003/2007/2010	Adv	2 Days	\$880	-	-	-	25-26	-	-	
Microsoft Outlook 2003/2007/2010	Intro	1 Day	\$340	-	17	-	13	-	9	
Microsoft Outlook 2003/2007/2010	Adv	1 Day	\$340	15	-	22	-	12	-	
Microsoft PowerPoint 2003	Intro	1 Day	\$340	16	4	10	7	5	6	
Microsoft PowerPoint 2003	Adv	1 Day	\$340	-	20	-	21	-	15	
Microsoft PowerPoint 2007/2010	Intro	1 Day	\$340	16	-	10	-	5	-	
Microsoft PowerPoint 2007/2010	Adv	1 Day	\$340	-	20	-	21	-	15	
Microsoft Project 2003/2007	Intro	2 Days	\$750	12-13	3-4	1-2	5-6	10-11	6-7	
Microsoft Project 2003/2007	Adv	2 Days	\$750	28-29	-	15-16	-	23-24	-	
Microsoft Project 2010	Intro	2 Days	\$750	-	3-4	-	5-6	-	6-7	
Microsoft Project 2010	Adv	2 Days	\$750	-	-	15-16	-	23-24	-	
Microsoft Word 2003	Intro	1 Day	\$340	6	9	7	1	1	1	
Microsoft Word 2003	Inter	1 Day	\$340	9, 21	19	14	14, 25	8, 22	13	
Microsoft Word 2003	Adv	1 Day	\$340	30	27	29	29	25	20	
Microsoft Word 2007/2010	Intro	1 Day	\$340	6	9	7	1	1	1	
Microsoft Word 2007/2010	Inter	1 Day	\$340	21	19	-	14	8	-	
Microsoft Word 2007/2010	Adv	1 Day	\$340	-	27	-	29	-	20	
Creating Complex Documents in Word 2003/2007/2010	Adv	1 Day	\$340	22	-	30	-	29	-	
VBA for Microsoft Word 2003/2007/2010	Adv	2 Days	\$880	-	23-24	-	-	29-30	-	
Microsoft Visio 2003/2007/2010 Professional	Intro	1 Day	\$340	14	18	22	26	26	15	
Publishing and Web Programs										
Adobe Acrobat 8.0/9.0	Intro	1 Day	\$375	-	10	-	20	-	-	
Adobe Acrobat 8.0/9.0	Adv	1 Day	\$375	-	31	-	-	-	-	
Adobe Dreamweaver CS3	Intro	2 Days	\$750	12-13	-	-	18-19	-	-	
Adobe Dreamweaver CS4/CS5	Intro	2 Days	\$750	-	18-19	-	-	18-19	-	
Adobe Flash CS3/CS4/CS5	Intro	1 Day	\$375	-	-	19	-	-	-	
Adobe Illustrator CS3/CS4/CS5	Intro	2 Days	\$750	1-2	-	15-16	-	3-4	-	
Adobe InDesign CS3/CS4/CS5	Intro	2 Days	\$750	8-9, 20-21	12-13	6-7, 23-24	6-7	11-12	6-7	
Adobe InDesign CS3/CS4/CS5	Adv	2 Days	\$750	26-27	-	28-29	-	24-25	-	
Adobe Photoshop CS3/CS4/CS5	Intro	2 Days	\$750	29-30	16-17	20-21	21-22	22-23	13-14	
Adobe Photoshop CS3/CS4/CS5	Adv	1 Day	\$375	-	30	-	-	30	-	
Microsoft Publisher 2003/2007/2010	Intro	1 Day	\$375	-	-	1	-	-	3	
Professional Development Training Courses										
Assertiveness		1 Day	\$445	2	5	3	1	4	3	
Certificate IV in Training and Assessment -TAA40104)*		10 Days	\$1745	Please call for dates.						
Change Management - Making the Transition		1 Day	\$455	-	6	-	7	-	21	
Coaching and Feedback Skills		1 Day	\$455	-	20	-	-	19	-	
Customer Service - Exceeding Expectations		1 Day	\$445	12	12	27	12	11	17	
Dealing with Difficult Behaviour and Conflict		1 Day	\$445	1	9	10	8	1	1	
Effective People and Communication Skills		1 Day	\$445	22	13	23	26	23	20	
Emotional Intelligence		2 Days	\$910	-	26-27	-	5-6	-	9-10	
Essential Skills for the Administration Professional		2 Days	\$890	16 & 23	16 & 23	17 & 24	15 & 22	15 & 22	15 & 22	
Evaluate and Build High Performance Teams		1 Day	\$445	-	-	30	-	30	-	
From Manager to Leader		1 Day	\$455	-	17	-	27	-	2	
Innovative Thinking and Problem Solving		1 Day	\$445	13	17	16	-	11	-	
Negotiation Skills		1 Day	\$445	19	4	20	29	24	16	
People and Performance		2 Days	\$910	-	24-25	-	12-13	-	9-10	
Presentation Skills		1 Day	\$445	9	13	9	4	4	6	
Project Management Fundamentals		2 Days	\$910	21-22	2-3	27-28	18-19	25-26	7-8	
Report Writing		1 Day	\$445	6	-	8	-	2	-	
Resilience in the Workplace		1 Day	\$445	15	-	13	-	16	-	
Selling Skills		1 Day	\$445	20	-	1	-	9	-	
Strategic Leadership		1 Day	\$455	5	-	2	-	10	-	
Supervision and Management		2 Days	\$910	26-27	18-19	21-22	20-21	17-18	13-14	
Time Management		1 Day	\$445	14	10	15	14	8	-	
Train the Trainer		2 Days	\$910	1 & 8	-	7 & 14	-	5 & 12	-	
Writing Skills		1 Day	\$445	29	30	29	28	29	-	
Short & Sharp Courses (4 Hours)										
Behavioural Interviewing		4 Hours	\$335	13	-	1	-	3	-	
Generations @ Work		4 Hours	\$335	30	-	6	-	5	-	
Minute Taking		4 Hours	\$335	-	19	-	26	-	1	
Productive Meetings		4 Hours	\$335	-	6	-	11	-	3	

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What do you need to know?

Full day course fees include GST, workbook, certificate of attendance, lunch, refreshments and 60 days post course support. Dates are correct at time of printing and price is subject to change without notice.
* Qualifications issued by MrWed are excluding GST and lunch.