

Register online at www.odysseytraining.com.au or for all training enquiries please feel free to call us on **1300 793 951**.

Computer Training Courses	Level	Duration	Price inc GST	Jul	Aug	Sep	Oct	Nov	Dec		
Microsoft Office Programs											
Microsoft Access 2003	Intro	2 Days	\$715	-	12-13	16-17	-	-	15-16		
Microsoft Access 2003	Inter	1 Day	\$375	-	-	-	15	-	-		
Microsoft Access 2003	Adv	2 Days	\$780	21-22	-	-	-	24-25	-		
Microsoft Access 2007/2010	Intro	2 Days	\$715	-	12-13	16-17	-	-	15-16		
Microsoft Access 2007/2010	Inter	1 Day	\$375	-	-	-	15	-	-		
Microsoft Access 2007/2010	Adv	2 Days	\$780	21-22	-	-	-	24-25	-		
Microsoft Excel 2003	Intro	1 Day	\$345	6	9	-	8	-	1		
Microsoft Excel 2003	Inter	1 Day	\$345	13	16	14	-	15	-		
Microsoft Excel 2003	Adv	2 Days	\$715	28-29	26-27	27-28	-	22-23	-		
Microsoft Excel 2007/2010	Intro	1 Day	\$345	6	9	-	8	-	1		
Microsoft Excel 2007/2010	Inter	1 Day	\$345	13	16	14	-	15	-		
Microsoft Excel 2007/2010	Adv	2 Days	\$715	28-29	26-27	27-28	-	22-23	-		
VBA for Microsoft Excel 2003/2007/2010	Adv	2 Days	\$860	Please call for dates.							
Microsoft Outlook 2003	Intro	1 Day	\$345	-	19	21	-	-	8		
Microsoft Outlook 2003	Adv	1 Day	\$370	23	-	-	21	-	-		
Microsoft Outlook 2007/2010	Intro	1 Day	\$345	-	19	21	-	-	8		
Microsoft Outlook 2007/2010	Adv	1 Day	\$370	23	-	-	21	-	-		
Microsoft PowerPoint 2003	Intro	1 Day	\$345	-	17	-	-	16	-		
Microsoft PowerPoint 2003	Adv	1 Day	\$370	8	-	13	-	-	3		
Microsoft PowerPoint 2007/2010	Intro	1 Day	\$345	-	17	-	-	16	-		
Microsoft PowerPoint 2007/2010	Adv	1 Day	\$370	8	-	13	-	-	3		
Microsoft Project 2003/2007	Intro	2 Days	\$780	14-15	-	-	19-20	-	-		
Microsoft Project 2003/2007	Adv	2 Days	\$780	-	30-31	-	-	-	6-7		
Microsoft Project 2010	Intro	2 Days	\$780	14-15	-	-	19-20	-	-		
Microsoft Project 2010	Adv	2 Days	\$780	-	30-31	-	-	-	6-7		
Microsoft Word 2003	Intro	1 Day	\$345	1	3	-	1	-	3		
Microsoft Word 2003	Inter	1 Day	\$345	20	-	22	-	18	-		
Microsoft Word 2003	Adv	1 Day	\$370	27	-	30	-	-	9		
Microsoft Word 2007/2010	Intro	1 Day	\$345	1	3	-	1	-	3		
Microsoft Word 2007/2010	Inter	1 Day	\$345	20	-	22	-	18	-		
Microsoft Word 2007/2010	Adv	1 Day	\$370	27	-	30	-	-	9		
VBA for Microsoft Word 2003/2007/2010	Adv	2 Days	\$860	Please call for dates.							
Microsoft Visio 2003/2007/2010 Professional	Intro	1 Day	\$370	7	-	9	-	11	-		
Publishing and Web Programs											
Adobe Acrobat 8.0/9.0	Intro	1 Day	\$375	-	2	-	5	-	-		
Adobe Illustrator CS3/CS4/CS5	Intro	2 Days	\$780	-	-	9-10	-	8-9	-		
Adobe InDesign CS3/CS4/CS5	Intro	2 Days	\$780	-	4-5	-	-	4-5	-		
Adobe Photoshop CS3/CS4/CS5	Intro	2 Days	\$780	-	24-25	-	28-29	-	-		
Professional Development Training Courses											
Assertiveness		1 Day	\$473	22	-	-	20	-	-		
Certificate IV in Training and Assessment -TAA40104)*		10 Days	\$1745	Please visit www.odysseytraining.com.au for upcoming dates.							
Change Management - Making the Transition		1 Day	\$473	-	-	9	-	30	-		
Customer Service		1 Day	\$473	-	12	-	-	9	-		
Dealing with Difficult Behaviour and Conflict		1 Day	\$473	20	-	23	-	-	9		
Effective People and Communication Skills		1 Day	\$473	8	-	-	19	-	-		
Emotional Intelligence – The Leading Priority		2 Days	\$946	-	-	-	5-6	-	-		
Essential Skills for the Administration Professional		2 Days	\$946	-	10-11	21-22	-	-	1-2		
Evaluate and Build High Performance Teams		1 Day	\$473	-	4	-	-	4	-		
From Manager to Leader	NEW	1 Day	\$473	-	31	-	26	-	14		
Innovative Thinking and Problem Solving		1 Day	\$473	-	17	-	-	10	-		
Negotiation Skills		1 Day	\$473	13	-	-	21	-	-		
People and Performance	NEW	2 Days	\$946	-	-	-	27-28	-	-		
Presentation Skills		1 Day	\$473	-	-	14	-	17	-		
Project Management Fundamentals		2 Days	\$946	-	25-26	-	-	24-25	-		
Report Writing	NEW	1 Day	\$473	-	-	28	-	-	7		
Resilience in the Workplace		1 Day	\$473	-	24	-	-	16	-		
Selling Skills		1 Day	\$473	-	5	-	7	-	6		
Strategic Leadership	NEW	1 Day	\$473	29	-	7	-	18	-		
Supervision and Management		2 Days	\$946	14-15	-	-	13-14	-	-		
Time Management		1 Day	\$473	-	-	16	-	-	8		
Writing Skills		1 Day	\$473	-	19	-	-	11	-		

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.

Where are we located?

Melbourne Computer Courses – Level 3, 455 Bourke St, Melbourne
Melbourne Professional Development Courses – Level 15, 350 Collins Street, Melbourne