



Getting Started

Four easy steps to enrol in a course:

1. Click **Browse** or **Search** to find the course you are looking for.
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DESKTOP APPLICATIONS (NSW, VIC, SA, QLD)

Course	Days	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Price (inc. GST)
Excel														
Excel 2007 & 2010 Level 1	1	18		15		18		19		21		23		\$450.00
Excel 2007 & 2010 Level 2	1	19		16		19		20		22		24		\$450.00
Excel 2007 & 2010 Level 3	1	20		17		20		21		23		25		\$450.00
Excel 2013 Level 1	1		16		13		15		19		18		12	\$450.00
Excel 2013 Level 2	1		17		14		16		23		19		13	\$450.00
Excel 2013 Level 3	1		18		15		17		24		20		14	\$450.00
Word														
Word 2007 & 2010 Level 1	1		25			11			15			2		\$450.00
Word 2007 & 2010 Level 2	1		26			16			16			17		\$450.00
Word 2007 & 2010 Level 3	1		29			17			18			18		\$450.00
Word 2013 Level 1	1			8			28		3		27			\$500.00
Word 2013 Level 2	1			18			29		22		28			\$500.00
Word 2013 Level 3	1			24			30		29		31			\$500.00
Powerpoint														
PowerPoint 2007 / 2010 Level 1	1		8		19			5			25			\$450.00
PowerPoint 2007 / 2010 Level 2	1		15		27			6			26			\$450.00
PowerPoint 2013 Level 1	1				7			14			21			\$500.00
PowerPoint 2013 Level 2	1				8			15			24			\$500.00



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Project														
Project 2007 Level 1	1	25			5			7			11			\$500.00
Project 2007 Level 2	1	29			6			8			12			\$500.00
Project 2007 Level 3	1		1			9			8			7		\$500.00
Project 2010 Level 1	1		23			12			9			10		\$500.00
Project 2010 Level 2	1		24			13			10			11		\$500.00
Project 2010 Level 3	1			21			3			20			5	\$500.00
Project 2013 Level 1	1			9			21			13		14		\$550.00
Project 2013 Level 2	1			10			22			14		15		\$550.00
Project 2013 Level 3	1			11			23			15		28		\$550.00
Access														
Access 2007 Level 1	2	21-22		22-23		24-25		26-27		27-28		29-30		\$1,000.00
Access 2007 Level 2	2		9-10		21-22				25-26				8-9	\$1,000.00
Access 2010 Level 1	2	27-28		30-31		26-27		28-29		29-30		21-22		\$1,000.00
Access 2010 Level 2	2		11-12		28-29				30-31				15-16	\$1,000.00
Programming in VBA														
Excel VBA 2010	2		2-3			3-4			4-5			3-4		\$1,100.00
Access VBA 2007	2			1-2			1-2			6-7			1-2	\$1,100.00
Visio														
Visio Professional 2007	1		19			10			2			16		\$550.00
Visio Professional 2010	2		4-5			5-6			11-12			8-9		\$1,100.00
Visio Professional 2013	2			3-4			7-8			1-2			6-7	\$1,100.00

Drake Training

Level 40, 55 Collins Street,
Melbourne VIC 3000

dt@au.drakeintl.com

www.draketraining.com.au
1300 362 262



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PROFESSIONAL DEVELOPMENT (NSW, VIC, SA, QLD)

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Assertive Behaviour and Communication	1		4		1		9		4		4		1	\$600.00
Business Writing	1			7		23		1		6		8		\$600.00
Time Management	1		12		12		10		9		13		6	\$600.00
Effective Conflict Resolution	1			22		30		12		8		17		\$600.00
Lead, Manage and Develop Teams	1		22		20		24		26		14		8	\$600.00
Creating Lasting Customer Experiences	1			29		31		22		9		25		\$600.00

LEAN SIX SIGMA (NSW, VIC, SA, QLD, WA, ACT, ONLINE)

Course	Days	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Price (inc. GST)
Lean Six Sigma Yellow Belt	3	18	29		18		20		8		17		5	\$3,080.00
Lean Six Sigma Green Belt	5	18	29		18		20		8		17		5	\$5,060.00
Lean Six Sigma Black Belt	10	18	29		18		20		8		17		5	\$10,010.00
Green Belt Upgrade from Yellow Belt	2	21		3	21		23		11		20		8	\$2,090.00
Black Belt Upgrade from Green Belt	5		15		4	16		18		5		21		\$5,060.00

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