

Private Course Information

PRIVATE COURSE FEES

Private course fees are a flat rate per day, for up to 10 people. For classes larger than 10 people, an additional per person charge applies. (GST is extra.)

Course Type (see below)	Your Office (per day)	Our Classroom (per day)
Standard Courses	\$ 1095.	\$ 1295.
Speciality Group A	\$ 1395.	\$ 1595.
Speciality Group B	\$ 1595.	\$ 1795.
Speciality Group C	\$ 1795.	\$ 1995.

Standard Courses

Access	PowerPoint
Excel	PC & Networking
FrontPage	Windows
Intro to Computers	Word
Outlook	

Speciality Courses Group A

Acrobat	Simply Accounting
Act!	QuickBooks
BlackBerry	Visio
Keyboarding	

Speciality Courses Group B

Dreamweaver	InDesign
EffectivePres.Skills	Photoshop
Fireworks	Project
Flash	Publisher
Illustrator	QuarkXPress
All of the SoftSkills Seminars Offered	

Speciality Courses Group C

Crystal Reports	Windows Server
SQL Server	

Computer Help offers all public courses on a private basis. Courses can be conducted at any of our four Training Centre locations, or at your office.

COURSE CONTENT

Course content can be customized to suit the needs of your group. Our current Course Schedule (published three times per year) has a brief description of course content, along with the number of days each course spans. Our web site lists a more detailed outline of each course. Go to www.Computer-Help.ca and click on "Computer Courses" or "SoftSkills Seminars".

About half of the private courses we teach are customized in some way. Here are some typical situations for customization (there is no charge for this service).

Compressing Content A common request we receive it to take a full day course and 'compress' it into 1/2 day of training. Although we cannot include the full day of material (6 hours) into a 3 hour session, we work with our clients to create a list of topics that can be covered in the time available. We conduct the training at the speed of the group, so if extra time is available, additional 'optional' topics are covered.

Complete Customization The client chooses various topics from any number of our standard courses. For example, a course might include topics from Excel Introduction, Intermediate Levels 1 and 2, Formulas and Advanced.

Office 2007 Upgrade Courses Companies are now starting to upgrade to Office 2007. The user-interface of this new version is quite different and does require Upgrade training. We offer public one day courses in each of the Office products. Each can be conducted on a private basis and can also be customized to fit the needs of your group. These links show the content of each of these courses:

Excel	http://www.computer-help.ca/Schedule/Excel/Excel9.htm
Access	http://www.computer-help.ca/Schedule/Access/Access10.htm
PowerPoint	http://www.computer-help.ca/Schedule/PowerPoint/PowerPoint4.htm
Word	http://www.computer-help.ca/Schedule/Word/Word6.htm
Outlook	http://www.computer-help.ca/Schedule/ScheduleOutlook1.htm

Custom Exercises If you have a specific document you would like shown to the class, we can include it in the course.

COURSE DATES

Private courses are available during the week, in the evenings, or on the weekends. Normally, courses run from 9am to 4pm, with two 10 minutes breaks and a 1 hour lunch, however we are flexible and can change this format to suit your time schedule. For courses conducted at our classrooms, availability depends on our classroom schedule. (Please call to check availability.)

COURSE LOCATION

	Location	Address	Capacity
Our Training Centres	North York	2 Lansing Square, Suite 505 (Hwys 401/404)	16 people
	Toronto	20 Queen St, W, Suite 3306 (Toronto Eaton Centre)	15 people
	Mississauga	1087 Meyerside Dr, Unit 10 (Dixie Rd / Hwy 401)	15 people
	Newmarket	16635 Yonge St., Unit 19 (Mulock Dr / Yonge St)	14 people

Your Office For courses at your office, you will need to arrange the following:

- ▶ A quiet, private area to conduct the training – a classroom or boardroom.
- ▶ A computer setup for each person, with the necessary software installed.
- ▶ Computers should be networked, with internet access when the program requires it – for example, Microsoft Outlook requires both a network connection and internet access, but Microsoft Excel does not.
- ▶ A computer and projector panel for use by our Instructor.



Our Name Says It All
(416) 494-4912
www.Computer-Help.ca

**Computer
Help**