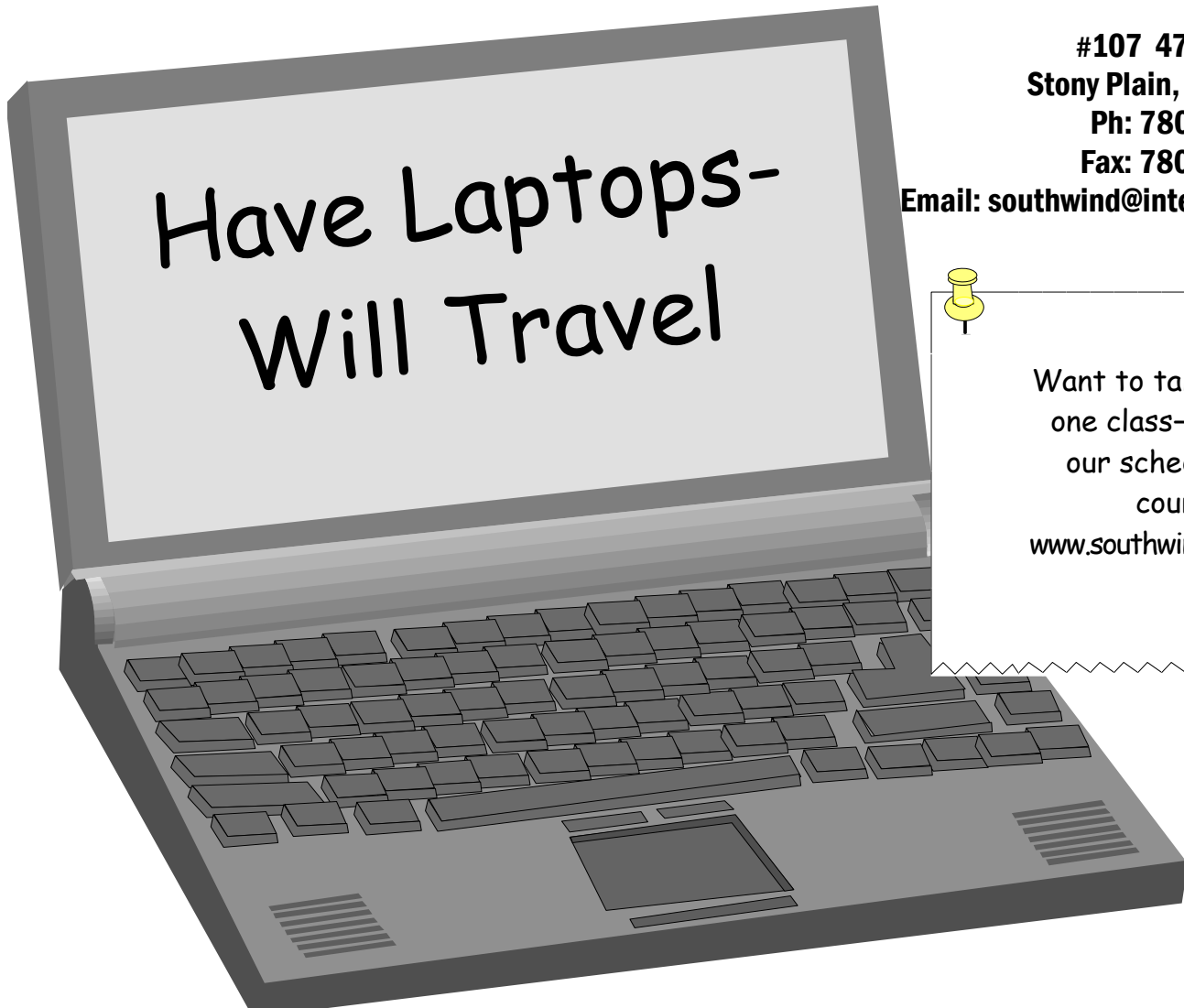




Southwind Software Training



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Email: southwind@interbaun.com



Want to take just
one class—check
our schedule of
courses at
www.southwind.ab.ca

We can bring Computer & Software
Training to your Company or
Organization.

Call 780-963-6080 and we can
design a training plan for you..

Check out our Certificate Programs




Certificate Programs **15% OFF**

OFFICE WORKER ENTRY LEVEL I

Would you like to take advantage of the "hot" job market? Do you feel that you are lacking computer skills and confidence? Then this is the program to start you off on the new career path!

Prerequisites: None

Windows Level I
Microsoft Word Level I
Microsoft Excel Level I
Internet Searches Level I
Microsoft PowerPoint Level I
Microsoft Outlook Level I
QuickBooks Level I Or Simply Accounting Level I



Courses can be taken as a package or individually- see our website for a complete schedule

OFFICE WORKER EXPERT LEVEL II

Are you presently using a computer but would like to upgrade your computer skills? Then you may want to sign up for the following Intermediate Level courses:

Prerequisites: Level I or equivalent experience

Windows Level II
Microsoft Word Level II
Microsoft Excel Level II
Microsoft Outlook Level II
Microsoft PowerPoint Level II
Microsoft Access Level I
QuickBooks Level II Or Simply Accounting Level II
QuickBooks Level III Or Simply Accounting Level III

BEGINNER OFFICE

Windows Level I
Microsoft Word Level I
Microsoft Excel Level I
Microsoft Outlook Level I
PowerPoint Level I

ACCOUNTING PACKAGE

Basic Bookkeeping
Simply Accounting or QuickBooks Level I
Simply Accounting or QuickBooks Level II
Simply Accounting or QuickBooks Level III

CUSTOM GROUP TRAINING

For Groups of 4 or more we can provide custom training incorporating several software programs and/or several levels combined. For complete descriptions of what we offer in each course and each level check our website at www.southwind.ab.ca. then call us and we can put a plan together to meet your needs



OFFICE BOOKKEEPING CERTIFICATE

Are you wanting to be proficient as a small/home business bookkeeper. Or do you want to apply as a entry level bookkeeper within an organization? Then this program could give you the edge you need.

Prerequisites: None

Windows Level I
Microsoft Word Level I
Microsoft Excel Level I
Microsoft Excel Level II
Microsoft Excel Level III
Microsoft Access Level I or Microsoft Outlook Level I
Basic Bookkeeping
Simply Accounting Level I or QuickBooks Level I
Simply Accounting Level II or QuickBooks Level II
Simply Accounting Level III or QuickBooks Level III

*15% Discount off the regular price when you take any certificate program.
Daily rates for groups of 4 or more.*

For More Information Please Call: **780-963-6080** or Check our Website at www.southwind.ab.ca