

## MAZE TRAINING SCHEDULE 2017

	COURSE CODE	COURSE TITLE	DATE	TIME	DURATION
FEBRUARY	TMAZ-SEC	<a href="#">SMS &amp; Emailing from Maze</a>	8 <sup>th</sup> February	9:30am	2 Hours
	TMAZ-SF	<a href="#">Students and Families in Maze</a>	17 <sup>th</sup> February	9:30am	4 Hours
	TMAZ-FP	<a href="#">General Ledger in Maze</a>	23 <sup>rd</sup> February	9:30am	4 Hours
	TMAZ-PAY	<a href="#">Payroll Processing</a>	27 <sup>th</sup> February	9:30am	4 Hours
	TMAZ-DA	<a href="#">Database Administration</a>	28 <sup>th</sup> February	9:30am	4 Hours
MARCH	TMAZ-BEGSQL	<a href="#">Beginners SQL (Worksheets &amp; Quicklists)</a>	3 <sup>rd</sup> March	9:30am	3 Hours
	TMAZ-INTSQL	<a href="#">Intermediate SQL (Structured Query Language in Maze)</a>	7 <sup>th</sup> March	9:30am	4 Hours
	TMAZ-RD	<a href="#">Advanced SQL (Report Designer)</a>	17 <sup>th</sup> March	9:30am	4 Hours
	TMAZ-ASS	<a href="#">Assets in Maze</a>	23 <sup>rd</sup> March	9:30am	4 Hours
APRIL	TMAZ-PAY	<a href="#">Payroll Processing</a>	11 <sup>th</sup> April	9:30am	4 Hours
	TMAZ-FP	<a href="#">General Ledger in Maze</a>	28 <sup>th</sup> April	12:30pm	4 Hours
MAY	TMAZ-SF	<a href="#">Students and Families in Maze</a>	10 <sup>th</sup> May	9:30am	4 Hours
	TMAZ-ASS	<a href="#">Assets in Maze</a>	17 <sup>th</sup> May	9:30am	4 Hours
	TMAZ-CRED	<a href="#">Creditors in Maze</a>	25 <sup>th</sup> May	9:30am	4 Hours
JUNE	TMAZ-DA	<a href="#">Database Administration</a>	15 <sup>th</sup> June	9:30am	4 Hours
	TMAZ-EOYP	<a href="#">PAYG &amp; End of Year Payroll Processing</a>	20 <sup>th</sup> June	9:30am	4 Hours
JULY	TMAZ-GL	<a href="#">General Ledger in Maze</a>	19 <sup>th</sup> July	9:30am	4 Hours
AUGUST	TMAZ-PAY	<a href="#">Payroll Processing</a>	4 <sup>th</sup> August	9:30am	4 Hours
	TMAZ-BEGSQL	<a href="#">Beginners SQL (Worksheets &amp; Quicklists)</a>	17 <sup>th</sup> August	9:30am	3 Hours
	TMAZ-INTSQL	<a href="#">Intermediate SQL (Structured Query Language in Maze)</a>	23 <sup>rd</sup> August	9:30am	4 Hours
	TMAZ-RD	<a href="#">Advanced SQL (Report Designer)</a>	30 <sup>th</sup> August	9:30am	4 Hours

SEPTEMBER	TMAZ-ASS	<a href="#">Assets in Maze</a>	1 <sup>st</sup> September	9:30am	4 Hours
	TMAZ-EOYS	<a href="#">End of Year Student Procedures</a>	7 <sup>th</sup> September	1:30pm	3 Hours
	TMAZ-SEC	<a href="#">SMS &amp; Emailing from Maze</a>	12 <sup>th</sup> September	9:30am	2 Hours
	TMAZ-EOYF	<a href="#">End of Year Financial Procedures</a>	18 <sup>th</sup> September	1:30pm	3 Hours
	TMAZ-SF	<a href="#">Students and Families in Maze</a>	20 <sup>th</sup> September	12:30pm	4 Hours
OCTOBER	TMAZ-DA	<a href="#">Database Administration</a>	10 <sup>th</sup> October	12:00pm	4 Hours
	TMAZ-CRED	<a href="#">Creditors in Maze</a>	24 <sup>th</sup> October	9:30am	4 Hours
NOVEMBER	TMAZ-BEGSQL	<a href="#">Beginners SQL (Worksheets &amp; Quicklists)</a>	3 <sup>rd</sup> November	1:00pm	3 Hours
	TMAZ-INTSQL	<a href="#">Intermediate SQL (Structured Query Language in Maze)</a>	6 <sup>th</sup> November	12:00pm	4 Hours
	TMAZ-RD	<a href="#">Advanced SQL (Report Designer)</a>	16 <sup>th</sup> November	9:30am	4 Hours
	TMAZ-EOYS	<a href="#">End of Year Student Procedures</a>	22 <sup>nd</sup> November	9:30am	3 Hours
	TMAZ-EOYF	<a href="#">End of Year Financial Procedures</a>	30 <sup>th</sup> November	9:30am	3 Hours

## Scheduled Classroom Training

### Inclusions

Acacia have a fully equipped training centre. All training sessions will include training manuals and light refreshments.

### Special Offer

Each additional attendee from the same organisation attending on the same day will be entitled to a 50% discount off the full price of the course. If you are on a Support Plan you will receive a 10% discount. Please advise at the time of registration if you are on a Support Plan.

### Cost

Discounted rates are offered for our Scheduled Classroom Training Courses. If you have a Support Plan a further 10% discount will apply. Please contact us for pricing.

### Payment Terms

Invoices for all training attendees will be issued prior to training for payment, unless a prior arrangement has been made with ACS. Payment can be made using our normal payment methods. Cancellation is required 3 working days prior to the course commencement. If you cancel or you fail to attend without advising our Training Administrator in less than 3 days prior to the course date, an administration charge of 20% of the full course cost may apply. However, if as a result, the entire course is cancelled then the full course fee may be charged. Attendee substitution is acceptable. Please contact our Training Administrator prior to the course.

## Customised Site Specific Training – We do this too!

Acacia can also schedule these courses as a private training session or can organise a customised course to suit your specific needs and requirements. This can be held at our office in our fully equipped training centre or at your office. Customised and private training outside of our Scheduled Training Courses are invoiced at our Standard Hourly Rate. Talk to us for further details or to discuss your training requirements.

---

*If you have any further questions, please contact us on **03 9899 2710**. Our office hours are from 9am until 5pm Monday to Friday. If you would like to register for one of our courses, please contact us.*

***Thank you! We look forward to teaching you new and exciting things!***

### Acacia Office Location

