# Skills for study work and life.

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**Choose from:**  
Beginners Computers (Windows 8 and 10), Photoshop, Publisher, Ipad, Tablet, Getting Connected (Internet, Facebook, Skype) etc.

**Please note:**   
What was previously called Quick Books is now called Reckon Accounts. We do not teach Intuit Quick Books which is the online accounting software. Office for Work: Word, Excel, MYOB and Payroll, Reckon Accounts and Payroll, Powerpoint.

**Monday**  
10:00—12:00 Office for Work  
Endorsed Learn Local course.

**Tuesday**  
1:00—3:00 Creative Craft

**Wednesday**  
9:00—11:00 Office for Work  
Endorsed Learn Local course.

1:00—3:00 Genealogy

**Thursday**  
10:00—12:00 Beginners Computers  
Endorsed Learn Local course.

**Friday**  
10:00—12:00 Beginners Computers