



## Training Schedule for 2010

**ADELAIDE CAMPUS Ph: 1300 731 451**

### GENERAL COMPUTING

Level 11, 90 King William Street, Adelaide

		Days	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10
<b>Introduction to Computing</b>								
Windows XP / Understanding PC's	1		19	3	3	20	5	7
<b>Introduction to Computing</b>								
Office 2007 New features	1		☎	☎	☎	☎	☎	☎
<b>Outlook 2003</b>								
Outlook Introduction	1		20	5	15	15	14	8
Outlook Advanced	1		-	25	29	29	24	15
<b>Outlook 2007</b>								
Outlook Introduction	1		22	5	1	1	10	4
Outlook Advanced	1		☎	17	9	16	20	18
<b>MICROSOFT WORD</b>								
<b>Word 2003</b>								
Introduction	1		20	1 or 17	1 or 17	1 or 14	3 or 12	1 or 16
Intermediate	2		27-28	11-12 22-23	11-12 22-23	15-16 27-28	10-11 20-21	10-11 21-22
Advanced	2		☎	25-26	25-26	29-30	27-28	28-29
Visual Basic Application			☎	☎	☎	☎	☎	☎
<b>Word 2007</b>								
Upgrading to Word 2007	1		☎	☎	☎	☎	☎	☎
Introduction	2		☎	1-2	2-3	8-9	3-4	3-4
Advanced	2		☎	15-16	15-16	22-23	17-18	17-18
<b>MICROSOFT EXCEL</b>								
<b>Excel 2003</b>								
Introduction	1		21	2 or 10	2 or 12	6 or 21	4 or 19	2 or 15
Intermediate	2		28-29	4-5 15-16	4-5 15-16	12-13 22-23	13-14 17-18	7-8 17-18
Advanced	2		☎	22-23	22-23	27-28	24-25	24-25
Visual Basic Application			☎	☎	☎	☎	☎	☎
<b>Excel 2007</b>								
Upgrading to Excel 2007	1		☎	☎	☎	☎	☎	☎
Introduction	2		☎	3-4	4-5	12-13	10-11	10-11
Advanced	2		☎	18-19	18-19	19-20	24-25	24-25
<b>MICROSOFT ACCESS - DATABASE</b>								
<b>Access 2003</b>								
Introduction	2		☎	8-9	11-12	8-9	6-7	3-4
Intermediate	2		-	-	-	15-16	20-21	17-18
Advanced	2		☎	☎	29-30	29-30	27-28	28-29
<b>Access 2007</b>								
Introduction	2		☎	8-9	11-12	6-7	13-14	31May-1Jun
Intermediate	1		☎	☎	29	19	20	15
<b>DESK TOP PUBLISHING &amp; PRESENTATION</b>								
<b>Publisher 2003</b>								
Publisher 2003	1		25	19	1	14	5	9
<b>Publisher 2007</b>								
Publisher 2007	1		22	10	2	1	4	10
<b>PowerPoint 2003</b>								
PowerPoint 2003 Introduction	1		22	11	24	7	19 or 31	-
PowerPoint 2003 Advanced	1		☎	23	30	23	26	16
<b>PowerPoint 2007</b>								
Upgrading to PowerPoint 2007	1		☎	☎	☎	☎	☎	☎
Introduction	1		19	18	11	6	3	9
Advanced	1		☎	25	26	27	13	21



**MISCELLANEOUS**

		Days	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10
<b>Project 2003</b>								
Introduction	2		28-29	15-16	22-23	8-9	6-7	7-8
Advanced	1		☎	22	26	19	26	23
<b>Project 2007</b>								
Introduction	2		☎	8-9	25-26	10-11	6-7	21-22
Advanced	1		☎	12	☎	22	18	28
<b>MYOB (Accounting)</b>								
Introduction to Mind Your Own Business	2		TBA	TBA	23-24	TBA	3-4	8-9
<b>Adobe</b>								
Indesign			☎	☎	☎	☎	☎	☎
Illustrator			☎	☎	☎	☎	☎	☎
Photoshop			☎	☎	☎	☎	☎	☎
Dreamweaver			☎	☎	☎	☎	☎	☎
<b>Web Design</b>								
Front Page	2		☎	☎	☎	☎	☎	☎
<b>Web Design</b>								
FrontPage (Shartpoint)	2		☎	☎	☎	☎	☎	☎

**Qualifications currently available:**

- ICA20105 Certificate II in Information Technology
- ICA30105 Certificate III in Information Technology
- ICA40405 Certificate IV in Information Technology
- BSB30407 Certificate III in Business Administration
- BSB40507 Certificate IV in Business Administration

- Training by experienced, qualified Trainers
- Unlimited Telephone support
- Refreshments

