

Public Course Schedule 2009/2010



express training connections pty ltd

FOR BOOKINGS AND ENQUIRIES, PLEASE CONTACT US AT

info@etc-australia.com

OR PHONE 08 8232 4502

MS Office Upgrade

Course Name	Level	Duration	Jan	Feb	Mar	April	May	June 2010
UPGRADE 2003 - 2007 WORD, EXCEL, POWERPOINT	Intro	1 day	15	3	11	8	13	8
UPGRADE 2003 - 2007 WORD, EXCEL, POWERPOINT & OUTLOOK	Inter	2 days	14-15	2-3	10-11	8-9	13-14	8-9

Mail

Course Name	Level	Duration	Jan	Feb	Mar	April	May	June 2010
MS OUTLOOK 2003	Intro	1 day		1	22	15	3	2
	Adv	1 day		2	23	16	4	3
MS OUTLOOK 2007	Intro	1 day	13	1	22	15	3	2
	Adv	1 day	14	2	23	16	4	3

Ring for Lotus Notes

Word Processing

Course Name	Level	Duration	Jan	Feb	Mar	April	May	June 2010
MS WORD 2003	Intro	1 day	20	4	17	7	12	4
	Inter	1 day	21	11	24	14	19	18
	Adv	1 day	22	18	31	21	26	25
MS WORD 2007	Intro	1 day	20	4	17	7	12	4
	Inter	1 day	21	11	24	14	19	18
	Adv	1 day	22	18	31	21	26	25

Spreadsheets

Course Name	Level	Duration	Jan	Feb	Mar	April	May	June 2010
MS EXCEL 2003	Intro	1 day	14	5	2	6	11	7
	Inter	1 day	21	12	9	7	18	21
	Adv	1 day	28	19	16	20	25	28
MS EXCEL 2007	Intro	1 day	14	5	2	6	11	7
	Inter	1 day	21	12	9	13	18	21
	Adv	1 day	28	19	16	20	25	28

Graphics/Presentations/Publishing

Course Name	Level	Duration	Jan	Feb	Mar	April	May	June 2010
MS POWERPOINT 2003	Intro	1 day	7	1	22	15	3	2
	Adv	1 day	8	2	23	16	4	3
MS POWERPOINT 2007	Intro	1 day	7	1	22	15	3	2
	Adv	1 day	8	2	23	16	4	3
ADOBE INDESIGN CS4	Intro	2 days		10-11			10-11	
	Adv	2 days			17-18			17-18
DREAMWEAVER CS4	Intro	2 days	27-28					10-11
	Adv	2 days				22-23		
PUBLISHER 2003	Intro	1day			3			11
PUBLISHER 2007	Intro	1day			3			11

Ring for Captivate, AutoCAD, Acrobat, InfoPath, Camtasia, Flash and Front Page

Databases

Course Name	Level	Duration	Jan	Feb	Mar	April	May	June 2010
MS ACCESS 2003	Intro	1day		8		7	31	
	Inter	1day			15		6	
	Adv	1day				27		17
MS ACCESS 2007	Intro	1day		8		7	31	
	Inter	1day			15		6	
	Adv	1day				27		17

Reporting

Course Name	Level	Duration	Jan	Feb	Mar	April	May	June 2010
CRYSTAL REPORTS	Intro	1 day	11		10		10	
	Adv	1 day	12		11		11	

MYOB

Course Name	Level	Duration	Jan	Feb	Mar	April	May	June 2010
MYOB WITH INTELLIGENCE	Intro	1 day		11	12			
MYOB WITH INTELLIGENCE	Inter	1 day			18			
MYOB WITH INTELLIGENCE	Adv	1 day			26			

Project Management

Course Name	Level	Duration	Jan	Feb	Mar	April	May	June 2010
MS PROJECT 2003	Intro	2 days	7-8		4-5		12-13	
CAN BE COMBINED 03 -07	Adv	1 day		17		7		9
	Adv	2 days						
MS PROJECT 2007	Intro	2 days		3-4		7-8		2-3
CAN BE COMBINED 03 -07	Adv	1 day	21		17		5	

Ring for Introduction to Project Management Introduction 2 day course, Advanced course 1 day

Programming

Course Name	Level	Duration	Jan	Feb	Mar	April	May	June 2010
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Ring for Visual Basic, VBA using Excel, VBA using Access, VBA using Word & Other programming languages.

Technical

Course Name	Level	Duration	Jan	Feb	Mar	April	May	June 2010
RED HAT	All Certified Courses - please see complete Red Hat Schedule on our web site or phone us for details (08) 82234502.							
MICROSOFT	Please phone for all course enquiries (08) 82234502							
CISCO	All Certified Courses through our Cisco Certified Partner - please see complete Cisco Schedule on our web site or phone us for details (08) 82234502.							



Business Intelligence

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