

Public Course Schedule 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	July	Aug	Sept	Oct	Nov	Dec 2010
UPGRADE 2003 - 2007 WORD, EXCEL, POWERPOINT	Intro	1 day	15	18	17	6	12	8
UPGRADE 2003 - 2007 WORD, EXCEL, POWERPOINT & OUTLOOK	Inter	2 days	15-16	19-20			10-11	9

Mail

Course Name	Level	Duration	July	Aug	Sept	Oct	Nov	Dec 2010
MS OUTLOOK 2003	Intro	1 day	15		16	6	24	8
	Adv	1 day	16		17	14		9
MS OUTLOOK 2007	Intro	1 day	15		16	6	25	8
	Adv	1 day	16		17	14		9

Ring for Lotus Notes

Word Processing

Course Name	Level	Duration	July	Aug	Sept	Oct	Nov	Dec 2010
MS WORD 2003	Intro	1 day	22	12		6	10	
	Inter	1 day	29		22	14		
	Adv	1 day			23		26	16
MS WORD 2007	Intro	1 day	22	12		6	2	
	Inter	1 day	29		22	14		
	Adv	1 day			23		26	16

Spreadsheets

Course Name	Level	Duration	July	Aug	Sept	Oct	Nov	Dec 2010
MS EXCEL 2003	Intro	1 day		12	8	6	17	8
	Inter	1 day		19	22	14	18	15
	Adv	1 day		26			25	6
MS EXCEL 2007	Intro	1 day	8	12	8		10	10

Spreadsheets (cont)

Course Name	Level	Duration	July	Aug	Sept	Oct	Nov	Dec 2010
MS EXCEL 2007	Inter	1 day	15	19	22		11	15
	Adv	1 day	22	26			18	16

Graphics/Presentations/Publishing

Course Name	Level	Duration	July	Aug	Sept	Oct	Nov	Dec 2010	
MS POWERPOINT 2003	Intro	1 day			1		4	1	
	Adv	1 day			2		18	2	
MS POWERPOINT 2007	Intro	1 day			1		4	1	
	Adv	1 day			2		18	2	
ADOBE INDESIGN CS4	Intro	2 days				5-6			
	Adv	2 days					24-25		
DREAMWEAVER CS4	Intro	2 days		Please ring for dates					
	Adv	2 days							
PUBLISHER 2003	Intro	1day						1	
PUBLISHER 2007	Intro	1day						2	

Ring for Captivate, AutoCAD, Acrobat, InfoPath, Camtasia, Flash and Front Page
Adobe InDesign CS4, Dreamweaver CS4 & Publisher

Databases

Course Name	Level	Duration	July	Aug	Sept	Oct	Nov	Dec 2010
MS ACCESS 2003	Intro	1day			22			10
	Inter	1day			23			15
	Adv	1day	16					16
MS ACCESS 2007	Intro	1day			22			10
	Inter	1day			23			15
	Adv	1day	16					16

Reporting

Course Name	Level	Duration	July	Aug	Sept	Oct	Nov	Dec 2010
CRYSTAL REPORTS	Intro	1 day	26		13		10	8
	Adv	1 day	30		14		11	9

MYOB

Course Name	Level	Duration	July	Aug	Sept	Oct	Nov	Dec 2010
MYOB WITH INTELLIGENCE	Intro	1 day	7		8		9	
MYOB WITH INTELLIGENCE	Inter	1 day	28		29		30	
MYOB WITH INTELLIGENCE	Adv	1 day		12		5		6

Project Management

Course Name	Level	Duration	July	Aug	Sept	Oct	Nov	Dec 2010
MS PROJECT 2003/7	Intro	2 days		5-6		14-15		8-9
MS PROJECT 2003/7	Adv	2 days		26-27		21-22		
MS PROJECT 2003/7	Intro	1 day			3		4	
MS PROJECT 2003/7	Inter	1 day			15		5	
MS PROJECT 2003/7	Adv	1 day					3	

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

Programming

Ring for Visual Basic, VBA using Excel, VBA using Access, VBA using Word & Other programming languages.

Technical

RED HAT	All Certified Courses - please see complete Red Hat Schedule on our web site or phone us for details (08) 82324502.
MICROSOFT	Please phone for all course enquiries (08) 82324502
CISCO	All Certified Courses through our Cisco Certified Partner - please see complete Cisco Schedule on our web site or phone us for details (08) 82324502.

Phone: (08) 8232 4502

Fax: (08) 8223 0925

email: info@etc-australia.com

web: www.etc-australia.com



Business Intelligence

