

Current Schedule as of 1st July 2010



Microsoft IT Academy
Program Member



Training Schedule for 2010

ADELAIDE CAMPUS Ph: 1300 731 451

Level 11, 90 King William Street, Adelaide

GENERAL COMPUTING

Introduction to Computing		Days	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Windows XP / Understanding PC's	1		2	☺	☺	☺	☺	☺
Outlook 2003		Days	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Outlook Introduction	1		8	2	3	5	-	2
Outlook Advanced	1		1	-	29	-	5	-
Outlook 2007		Days	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Outlook Introduction	1		9	3	-	27	-	3
Outlook Advanced	1		26	-	27	-	22	-
MICROSOFT WORD								
Word 2003		Days	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Introduction	1		28	23	22	28	24	10
Intermediate	2		22-23	9-10	27-28	14-15	11-12	13-14
Advanced	2		-	30-31	-	28-29	-	2-3
Word 2007		Days	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Introduction	2		FULL	12-13	13-14	21-22	11-12	6-7
Advanced	2		19-20	-	16-17	-	1-2	-
MICROSOFT EXCEL								
Excel 2003		Days	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Introduction	1		7 or 21	18	16	20	16	15
Intermediate	2		12-13	16-17	20-21	21-22	18-19	16-17
Advanced	2		22-23	26-27	30Sep-1Oct	25-26	25-26	-
Excel 2007		Days	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Introduction	2		1-2	12-13	9-10	18-19	8-9	9-10
Advanced	2		12-13	-	23-24	-	22-23	-
MICROSOFT ACCESS - DATABASE								
Access 2003		Days	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Introduction	2		FULL	5-6		7-8		13-14
Intermediate	2		29-30	-	30Sep-1Oct	-	11-12	-
Advanced	2		19-20	23-24	-	18-19	-	-
Access 2007		Days	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Introduction	2		-	12-13	-	14-15	-	16-17
Intermediate	1		FULL	-	2	-	29	-
DESK TOP PUBLISHING & PRESENTATION								
Publisher 2003		Days	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Publisher 2003	1		16	25		11	18	16
Publisher 2007		Days	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Publisher 2007	1		30	-	23	-	30	-
PowerPoint 2003		Days	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
PowerPoint 2003 Introduction	1		15	24		12	-	17
PowerPoint 2003 Advanced	1		-	-	30	-	19	-
PowerPoint 2007		Days	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Introduction	1		29	-	24	-	15	-
Advanced	1		-	20	-	5	-	7
Project 2003		Days	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Introduction	2		8-9	-	6-7	-	15-16	-
Advanced	1		-	19	-	21	-	6
Project 2007		Days	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Introduction	2			16-17		11-12		9-10
Advanced	1		1	-	21	-	26	-
MYOB (Accounting)		Days	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Introduction to Mind Your Own Business	2		☺	☺	☺	☺	☺	☺
Miscellaneous								
Abode Photoshop	2		☺	☺	☺	☺	☺	☺
Visio 2003 Professional	1		☺	☺	☺	☺	☺	☺

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

Please note that dates can change without notice

- Training by experienced, qualified Trainers
- 12 months Telephone support
- Refreshments