

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

Windows

Course Name	Level	Duration	Jun 2009	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June 2010
INTRO TO THE PC & OFFICE		1 day			13				7						

MS Office Upgrade

Course Name	Level	Duration	Jun 2009	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June 2010
UPGRADE 2003 - 2007 WORD, EXCEL, POWERPOINT	Intro	1 day	26	16	31		27		9	15	3	11	8	13	8
UPGRADE 2003 - 2007 WORD, EXCEL, POWERPOINT & OUTLOOK	Inter	2 days		16-17	17-18				9-10	14-15	2-3	10-11	8-9	13-14	8-9

Mail

Course Name	Level	Duration	Jun 2009	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June 2010
MS OUTLOOK 2003	Intro	1 day		2		4		5		13	1	22	15	3	2
	Adv	1 day	11	16		18		19		14	2	23	16	4	3
MS OUTLOOK 2007	Intro	1 day		15		10			3	13	1	22	15	3	2
	Adv	1 day		31		18				14	2	23	16	4	3

Ring for Lotus Notes

Word Processing

Course Name	Level	Duration	Jun 2009	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June 2010
MS WORD 2003	Intro	1 day		6		4		3		20	4	17	7	12	4
	Inter	1 day	22		25		21		17	21	11	24	14	19	18
	Adv	1 day		29		28		30		22	18	31	21	26	25
MS WORD 2007	Intro	1 day		6	4					20	4	17	7	12	4
	Inter	1 day			14	29		18		21	11	24	14	19	18

Word Processing (cont.)

Course Name	Level	Duration	Jun 2009	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June 2010
MS WORD 2007	Adv	1 day			26			19		22	18	31	21	26	25

Ring for OpenOffice.org using Writer

Spreadsheets

Course Name	Level	Duration	Jun 2009	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June 2010
MS EXCEL 2003	Intro	1 day	1	2	7	7	6	4	3	14	5	2	6	11	7
	Inter	1 day	15	16	21	21	19	18	17	21	12	9	13	18	21
	Adv	1 day	26	30	31	30	30			28	19	16	20	25	28
MS EXCEL 2007	Intro	1 day		7		15	30	4		14	5	2	6	11	7
	Inter	1 day		29	21	21		5		21	12	9	13	18	21
	Adv	1 day		30	31	28		26		28	19	16	20	25	28

Ring for OpenOffice.org using Calc

Graphics/Presentations/Publishing

Course Name	Level	Duration	Jun 2009	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June 2010
MS POWERPOINT 2003	Intro	1 day	16		17	9			10	7	1	22	15	3	2
	Adv	1 day	17		18	10			11	8	2	23	16	4	3
MS POWERPOINT 2007	Intro	1 day		6	17	4			11	7	1	22	15	3	2
	Adv	1 day				9			17	8	2	23	16	4	3
ADOBE INDESIGN CS4	Intro	2 days				14-15					10-11			10-11	
	Adv	2 days	11-12				19-20					17-18			17-18
DREAMWEAVER CS4	Intro	2 days			18-19					27-28					10-11
	Adv	2 days	16-17				7-8						22-23		
PUBLISHER 2003	Intro	1 day			10			26				3			11
PUBLISHER 2007	Intro	1 day						26				3			11

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

Databases

Course Name	Level	Duration	Jun 2009	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June 2010
MS ACCESS 2003	Intro	2 days	2	14	19		13		1		8		7	31	
	Inter	2 days		21		16		10				15		6	
	Adv	2 days	2	28		23		24					27		17
MS ACCESS 2007	Intro	2 days	2	14	19		13		1		8		7	31	
	Inter	2 days		21		16		10				15		6	
	Adv	2 days	23	28		23		24					27		17

Reporting

Course Name	Level	Duration	Jun 2009	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June 2010
CRYSTAL REPORTS	Intro	1 day		7		28		11		11		10		10	
	Adv	1 day		8		29		12		12		11		11	

Project Management

Course Name	Level	Duration	Jun 2009	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June 2010
MS PROJECT 2003	Intro	2 days		13-14		2-3		2-3		14-15		8-9		12-13	
	Adv	2 days	29-30				15-16				22-23		26-27		24-25
MS PROJECT 2007	Intro	2 days		13-14			2-3		15-16		11-12		6-7		
	Adv	2 days	29-30					16-17		25-26			28-29		29-30

Ring for Introduction to Project Management 2 day course

Programming

Course Name	Level	Duration	Jun 2009	Jul	Aug	Sept	Oct	Nov	Dec	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	Jun 2009	Jul	Aug	Sept	Oct	Nov	Dec	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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