

Newcastle Computer Training / CADGraphics TIMETABLE

Courses and Available Places

Course Month / Year	Day	Date	Time	Course Code	Duration	Places Available
January 2012						
	Wednesday,	18 January 2012	08:30 AM	MS-EXCEL-B	7 hrs	14
				Microsoft Excel for Beginners		
	Thursday,	19 January 2012	08:30 AM	MYOB-1	7 hrs	14
				MYOB - Accounting Software. Getting started.		
	Friday,	20 January 2012	08:30 AM	MS-ACCESS-B	7 hrs	14
				Microsoft Access for Beginners and users		
	Monday,	23 January 2012	08:30 AM	MS-OUTLOOK	7 hrs	14
				Microsoft Outlook for Beginners to Advanced		
	Tuesday,	24 January 2012	08:30 AM	MS-WORD-BI	7 hrs	14
				Microsoft WORD for Beginners to Intermediate		
	Wednesday,	25 January 2012	08:30 AM	MS-EXCEL-I	7 hrs	14
				Microsoft Excel Intermediate		
February 2012						
	Wednesday,	1 February 2012	08:30 AM	ADOBE-PS	7 hrs	14
				Adobe Photoshop		
	Thursday,	2 February 2012	08:30 AM	MS-ACCESS-I	7 hrs	14
				Microsoft Access Intermediate - for developers		
	Friday,	3 February 2012	08:30 AM	ADOBE-ID	7 hrs	14
				Adobe InDesign		
	Monday,	6 February 2012	08:30 AM	MYOB3	7 hrs	14
				MYOB Payroll		
	Tuesday,	7 February 2012	08:30 AM	MS-VISIO-B	7 hrs	14
				Microsoft Visio for Beginners		
	Wednesday,	8 February 2012	08:30 AM	MS-WORD-A	7 hrs	14
				Microsoft WORD Advanced		
	Thursday,	9 February 2012	08:30 AM	ADOBE-PS	7 hrs	14
				Adobe Photoshop		
	Friday,	10 February 2012	08:30 AM	MS-PROJECT-B	7 hrs	14
				Microsoft Project for Beginners to Intermediate		
	Monday,	13 February 2012	08:30 AM	MS-ACCESS-A	7 hrs	14
				Microsoft Access Advanced - for developers		
	Tuesday,	14 February 2012	08:30 AM	MS-PP-B	7 hrs	14
				Microsoft PowerPoint for Beginners		
	Wednesday,	15 February 2012	08:30 AM	BAS-COMP	16 hrs	14
				Basic Computing - Word, Excel, Outlook, Internet, Windows 7		
	Thursday,	16 February 2012	08:30 AM	BAS-COMP	16 hrs	14
				Basic Computing - Word, Excel, Outlook, Internet, Windows 7		
	Friday,	17 February 2012	08:30 AM	BAS-COMP	16 hrs	14
				Basic Computing - Word, Excel, Outlook, Internet, Windows 7		

Course	Month / Year	Day	Date	Time	Course Code	Duration	Places Available
			Monday, 20 February 2012	08:30 AM	BAS-COMP	16 hrs	14
							Basic Computing - Word, Excel, Outlook, Internet, Windows 7
			Tuesday, 21 February 2012	08:30 AM	MS-EXCEL-B	7 hrs	14
							Microsoft Excel for Beginners
			Wednesday, 22 February 2012	08:30 AM	MS-EXCEL-I	7 hrs	14
							Microsoft Excel Intermediate
			Thursday, 23 February 2012	08:30 AM	MS-EXCEL-A	7 hrs	14
							Microsoft Excel Advanced
			Friday, 24 February 2012	08:30 AM	MS-PROJECT-B	7 hrs	14
							Microsoft Project for Beginners to Intermediate
			Monday, 27 February 2012	08:30 AM	MS-WORD-BI	7 hrs	14
							Microsoft WORD for Beginners to Intermediate
			Tuesday, 28 February 2012	08:30 AM	MS-WORD-A	7 hrs	14
							Microsoft WORD Advanced
			Wednesday, 29 February 2012	08:30 AM	MYOB-1	7 hrs	14
							MYOB - Accounting Software. Getting started.
March 2012							
			Thursday, 1 March 2012	08:30 AM	MYOB3	7 hrs	14
							MYOB Payroll
			Friday, 2 March 2012	08:30 AM	ADOBE-PS	7 hrs	14
							Adobe Photoshop
			Thursday, 8 March 2012	08:30 AM	MS-PROJECT-B	7 hrs	14
							Microsoft Project for Beginners to Intermediate