

Newcastle Computer Training / CADGraphics TIMETABLE

Courses and Available Places

Course Month / Year	Day	Date	Time	Course Code	Duration	Places Available
July 2010						
		Thursday, July 29, 2010	08:30 AM	MS-WIN	3 hrs	14
		Introduction to the Windows Operating System				
August 2010						
		Monday, August 16, 2010	08:30 AM	MS-WIN	3 hrs	14
		Introduction to the Windows Operating System				
		Tuesday, August 17, 2010	08:30 AM	ROOM HIRED	8 hrs	14
		Room hired by private user.				
		Wednesday, August 18, 2010	08:30 AM	MS-WORD-B	4 hrs	14
		Microsoft WORD for Beginners				
		Thursday, August 19, 2010	08:30 AM	MS-EXCEL-B	4 hrs	14
		Microsoft Excel for Beginners				
		Monday, August 23, 2010	08:30 AM	MS-PP-B	4 hrs	14
		Microsoft PowerPoint for Beginners				
		Tuesday, August 24, 2010	08:30 AM	ROOM HIRED	8 hrs	14
		Room hired by private user.				
		Wednesday, August 25, 2010	08:30 AM	MS-ACCESS-B	7 hrs	14
		Microsoft Access for Beginners and users				
		Thursday, August 26, 2010	08:30 AM	MS-OFFICE-07	7 hrs	14
		Microsoft Office 2007 Upgrade				
		Tuesday, August 31, 2010	08:30 AM	MS-OUTLOOK	7 hrs	14
		Microsoft Outlook for Beginners to Advanced				
September 2010						
		Wednesday, September 01, 2010	08:30 AM	ROOM HIRED	8 hrs	14
		Room hired by private user.				
		Thursday, September 02, 2010	08:30 AM	MS-PROJECT-B	7 hrs	14
		Microsoft Project for Beginners to Intermediate				
		Friday, September 03, 2010	08:30 AM	MS-PROJECT-A	7 hrs	14
		Microsoft Project Advanced				
		Tuesday, September 07, 2010	08:30 AM	ADOBE-ID	7 hrs	14
		Adobe InDesign				
		Wednesday, September 08, 2010	08:30 AM	MS-WORD-BI	7 hrs	14
		Microsoft WORD for Beginners to Intermediate				
		Thursday, September 09, 2010	08:30 AM	MS-EXCEL-I	7 hrs	14
		Microsoft Excel Intermediate				
		Friday, September 10, 2010	08:30 AM	ADOBE-IS	7 hrs	14
		Adobe Illustrator				
		Tuesday, September 14, 2010	08:30 AM	ADOBE-DW	7 hrs	14
		Adobe Dreamweaver				

Course	Month / Year	Day	Date	Time	Course Code	Duration	Places Available
Wednesday, September 15, 2010			08:30 AM		MYOB-1	7 hrs	14
					MYOB - Accounting Software. Getting started.		
Thursday, September 16, 2010			08:30 AM		MYOB-2	7 hrs	14
					MYOB - Accounting Software. Day to day operations.		
Friday, September 17, 2010			08:30 AM		MS-VISIO-B	7 hrs	14
					Microsoft Visio for Beginners		
Tuesday, September 21, 2010			08:30 AM		MS-ACCESS-I	7 hrs	14
					Microsoft Access Intermediate - for developers		
Wednesday, September 22, 2010			08:30 AM		MS-WORD-A	7 hrs	14
					Microsoft WORD Advanced		
Thursday, September 23, 2010			08:30 AM		MS-EXCEL-A	7 hrs	14
					Microsoft Excel Advanced		
Friday, September 24, 2010			08:30 AM		ADOBE-PS	7 hrs	14
					Adobe Photoshop		