

Training Course Schedule JUNE 2010

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 Beginners MYOB 9:30am to 1:00pm	2 Beginners MYOB 9:30am to 1:00pm	3 Beginners MYOB 9:30am to 1:00pm	4
7 Basic Spreadsheets 9:30am to 1:00pm	8	9 Using The Internet 9:30am to 1:00pm	10	11
14 Public Holiday	15	16 Using Online Email 9:30am to 1:00pm	17	18
21 Introduction to Windows 9:30am to 1:00pm	22	23 Computer Basics 1 9:30am to 1:00pm	24	25
28 Computer Basics 2 9:30am to 1:00pm	29	30 Essential Office Programs 9:30am to 1:00pm		

Introduction to Windows	21/6/10	9:30 to 13:00
Computer Basics 1	23/6/10	9:30 to 13:00
Computer Basics 2	28/6/10	9:30 to 13:00
Essential Office Programs	30/6/10	9:30 to 13:00
Basic Word Processing		
Beginners MYOB	31/5/10 to 3/6/10	9:30 to 13:00
Basic Spreadsheets	7/6/10	9:30 to 13:00
Using the Internet	9/6/10	9:30 to 13:00
Using Online Email	16/6/10	9:30 to 13:00

Training Course Schedule JULY 2010

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2 Basic Word Processing 9:30am to 1:00pm
5 Beginners MYOB 9:30am to 1:00pm	6 Beginners MYOB 9:30am to 1:00pm	7 Beginners MYOB 9:30am to 1:00pm	8 Beginners MYOB 9:30am to 1:00pm	9
12	13	14	15	16
19	20	21 Basic Spreadsheets 9:30am to 1:00pm	22	23
26 Using The Internet 9:30am to 1:00pm	27	28 Using Online Email 9:30am to 1:00pm	29	30

Introduction to Windows
 Computer Basics 1
 Computer Basics 2
 Essential Office Programs
 Basic Word Processing
 Beginners MYOB
 Basic Spreadsheets
 Using the Internet
 Using Online Email

2/7/10
 5/7/10 to 8/7/10
 21/7/10
 26/7/10
 28/7/10

9:30am to 1:00pm
 9:30am to 1:30pm
 9:30am to 1:30pm
 9:30am to 1:30pm
 9:30am to 1:30pm

Training Course Schedule AUGUST 2010

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Introduction to Windows 9:30am to 1:00pm	3	4 Computer Basics 1 9:30am to 1:00pm	5	6
9 Computer Basics 2 9:30am to 1:00pm	10	11 Essential Office Programs 9:30am to 1:00pm	12	13
16 Beginners MYOB 9:30am to 1:00pm	17 Beginners MYOB 9:30am to 1:00pm	18 Beginners MYOB 9:30am to 1:00pm	19 Beginners MYOB 9:30am to 1:00pm	20
23 Basic Word Processing 9:30am to 1:00pm	24	25 Basic Spreadsheets 9:30am to 1:00pm	26	27
30 Using The Internet 9:30am to 1:00pm	31			

Introduction to Windows	2/8/10	9:30am to 1:00pm
Computer Basics 1	4/8/10	9:30am to 1:00pm
Computer Basics 2	9/8/10	9:30am to 1:00pm
Essential Office Programs	11/8/10	9:30am to 1:00pm
Basic Word Processing	23/8/10	9:30am to 1:00pm
Beginners MYOB	16/8/10 to 19/8/10	9:30am to 1:00pm
Basic Spreadsheets	25/8/10	9:30am to 1:00pm
Using the Internet	30/8/10	9:30am to 1:00pm
Using Online Email		

Training Course Schedule SEPTEMBER 2010

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3 Using Online Email 9:30am to 1:00pm
6 Introduction to Windows 9:30am to 1:00pm	7	8 Computer Basics 1 9:30am to 1:00pm	9	10
13 Computer Basics 2 9:30am to 1:00pm	14	15 Essential Office Programs 9:30am to 1:00pm	16	17
20 Beginners MYOB 9:30am to 1:00pm	21 Beginners MYOB 9:30am to 1:00pm	22 Beginners MYOB 9:30am to 1:00pm	23 Beginners MYOB 9:30am to 1:00pm	24
27 Basic Word Processing 9:30am to 1:00pm	28	29 Basic Spreadsheets 9:30am to 1:00pm	30	

Introduction to Windows	6/9/10	9:30am to 1:00pm
Computer Basics 1	8/9/10	9:30am to 1:00pm
Computer Basics 2	13/9/10	9:30am to 1:00pm
Essential Office Programs	15/9/10	9:30am to 1:00pm
Basic Word Processing	27/9/10	9:30am to 1:00pm
Beginners MYOB	20/9/10 to 23/9/10	9:30am to 1:00pm
Basic Spreadsheets	29/9/10	9:30am to 1:00pm
Using the Internet		
Using Online Email	3/9/10	9:30am to 1:00pm