

SA CAREER CONSULTANTS



SACC Pty Ltd Trading as SA Career Consultants ACN 007 977 219

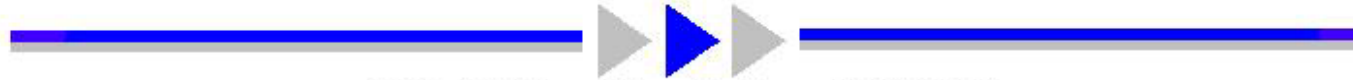
Computer Training Course Timetable: October – December 2008

Course		Course Dates		
		October	November	December
Intro to Computers	Basics (not a stand alone session)	14 th Oct 9:30 to 17:00	24 th & 25 th Nov 9:30 to 13:00	
	File Management (stand alone session if Basics competencies are met)	16 th Oct 9:30 to 17:00	26 th & 27 th Nov 9:30 to 13:00	
Introduction to Word Processing		20 th to 23 rd Oct 9:30 to 13:00		2 nd & 4 th Dec 9:30 to 17:00
Intermediate Word Processing			17 th & 19 th Nov 9:30 to 17:00	
Introduction to Spreadsheets		27 th to 30 th Oct 9:30 to 13:00		9 th & 11 th Dec 9:30 to 17:00
Beginners MYOB		30 th Sept & 2 nd Oct 9:30 to 17:00	3 rd to 6 th Nov 9:30 to 13:00	15 th to 18 th Dec 9:30 to 13:00
Advanced MYOB		7 th & 9 th Oct 9:30 to 17:00	10 th to 13 th Nov 9:30 to 13:00	
Introduction to the Internet		15 th Oct 9:30 to 13:00	18 th Nov 9:30 to 13:00	19 th Dec 9:30 to 13:00
Introduction to Email		15 th Oct 13:30 to 17:00	20 th Nov 9:30 to 13:00	19 th Dec 13:30 to 17:00
Introduction To Presentations (PowerPoint)			21 st Nov 9:30 to 17:00	

Beginners Keyboarding }
 Certificate I & II in Information Technology }
 Certificate II in Business }

Continuous Enrolments

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Computer Training Course Timetable: January – March 2009

Course		Course Dates		
		January	February	March
Intro to Computers	Basics (not a stand alone session)	12 th & 13 th Jan 9:30 to 13:00	24 th Feb 9:30 to 17:00	
	File Management (stand alone session if Basics competencies are met)	14 th & 15 th Jan 9:30 to 13:00	26 th Feb 9:30 to 17:00	
Introduction to Word Processing		19 th to 22 nd Jan 9:30 to 13:00		3 rd & 5 th Mar 9:30 to 17:00
Introduction to Spreadsheets		27 th to 30 th Jan 9:30 to 13:00		10 th & 12 th Mar 9:30 to 17:00
Beginners MYOB			2 nd to 5 th Feb 9:30 to 13:00	17 th & 19 th Mar 9:30 to 17:00
Intermediate MYOB			10 th & 12 th Feb 9:30 to 14:00	24 th & 26 th Mar 9:30 to 14:00
MYOB Payroll			17 th & 19 th Feb 9:30 to 14:00	31 st Mar & 2 nd Apr 9:30 to 14:00
Introduction to the Internet			9 th Feb 9:30 to 13:00	16 th Mar 9:30 to 13:00
Introduction To Email			11 th Feb 9:30 to 13:00	18 th Mar 9:30 to 13:00

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