



KeyboardConcepts

COURSE SCHEDULE APRIL to JUNE 2010

Software Training / Skills Training/ Database Design & Management / Business Document Design

Welcome to our April to June 2010 schedule of training courses. We have prepared the following schedule for you, if you find that the dates below do not suit your needs, please talk to us about customising a course for you.

Could this be the year to gain your Certificate IV? This new decade has started with a high level of demand for our Certificate Courses. For example, our Certificate IV in Business Administration is designed to develop confidence in your communications and administration skills. At the same time gaining knowledge regarding supervision and finance applications across a wide range of industries. Completing just ten subjects within the course will ensure a totally new perspective to your career.

If you need more information about the Certificate IV or other available courses, please don't hesitate to call Jennifer or Sylvia on 9592 9919.

KeyboardConcepts online courses are designed to meet the training needs of today's busy lifestyle. With today's technology, Online or E-learning is fast becoming the most pragmatic way to learn. Gone are the restrictions of travel time and availability. E-learning allows you access to the very best of blended learning techniques, from the traditional face to face to a virtual world.

Because of new client request, we have significantly increased the number of courses being conducted in our city venue. Please see below for venue addresses:

Brighton Venue:

Suite 2/600 Hampton Street
Brighton Vic 3186

City Venue:

Ground Floor, 21 Bedford Street
North Melbourne

Course and Level	Venue	Session	Day	Date	Course Time
Upgrade to Office 2007	Brighton		Thu	06.05.10	09:00 – 12:30
This half day session is suitable for people wishing to convert their knowledge of Office 2003 or earlier to the new Office 2007	City		Tue	08.06.10	09:30 – 13:00
Upgrade to Windows 7	Brighton		Thu	06.05.10	13.30 – 17:00
This two hour session will show you the differences between Windows XP & Windows 7	City		Tue	08.06.10	13.30 – 17:00
Access XP/2003/2007 Introduction	Brighton	P1	Wed	14.04.10	09:00 – 17:00
		P2	Thu	15.04.10	09:00 – 17:00
	City	P1	Thu	13.05.10	09:30 – 17:00
		P2	Fri	14.05.10	09:30 – 17:00
	Brighton	P1	Mon	21.06.10	09:00 – 17:00
		P2	Tue	22.06.10	09:00 – 17:00
Access XP/2003/2007 Intermediate	City	P1	Mon	03.05.10	09:30 – 17:00
		P2	Wed	05.05.10	09:30 – 17:00
	Brighton	P1	Thu	17.06.10	09:00 – 17:00
		P2	Fri	18.06.10	09:00 – 17:00

Course and Level	Venue	Session	Day	Date	Course Time
Access Advanced – Customised Q & A session, working on your own database	Brighton		Tue	18.05.10	09:00 – 17:00
Access Visual Basic – Customised training by request					
Adobe Acrobat Professional – Customised Training by Request					
Learn to edit PDF documents					
Computers Getting Started	Brighton	P1	Wed	21.04.10	10:00 – 12:00
This course will help those who are new to computers. The topics include; Find your way around the computer, email basics, get to know Windows, setting up your filing systems and discover how the internet can enhance your life.		P2	Wed	28.04.10	10:00 – 12:00
		P3	Wed	05.05.10	10:00 – 12:00
		P4	Wed	12.05.10	10:00 – 12:00
		P5	Wed	19.05.10	10:00 – 12:00
Dreamweaver CS4 Introduction	Brighton	P1	Thu	20.05.10	09:00 – 12:30
		P2	Fri	21.05.10	09:00 – 12:30
Excel XP/2003/2007 Introduction	Brighton	P1	Wed	07.04.10	09:00 – 12:30
		P2	Thu	08.04.10	09:00 – 12:30
	City	P1	Mon	19.04.10	09:30 – 13:00
		P2	Wed	21.04.10	09:30 – 13:00
	Brighton	P1	Wed	12.05.10	13:30 – 17:00
		P2	Thu	13.05.10	13:30 – 17:00
	City	P1	Mon	24.05.10	09:30 – 13:00
		P2	Tue	25.05.10	09:30 – 13:00
	Brighton	P1	Tue	15.06.10	09:00 – 12:30
		P2	Thu	17.06.10	09:00 – 12:30
Excel XP/2003/2007 Intermediate	Brighton	P1	Thu	15.04.10	09:00 – 12:30
		P2	Fri	16.04.10	09:00 – 12:30
	City	P1	Wed	28.04.10	09:30 – 13:00
		P2	Thu	29.04.10	09:30 – 13:00
	Brighton	P1	Mon	24.05.10	09:00 – 12:30
		P2	Wed	26.05.10	09:00 – 12:30
Excel XP/2003/2007 Advanced	Brighton	P1	Tue	04.05.10	09:00 – 12:30
		P2	Thu	06.05.10	09:00 – 12:30
		P3	Fri	07.05.10	09:00 – 12:30
	City	P1	Mon	07.06.10	09:30 – 13:00
		P2	Wed	09.06.10	09:30 – 13:00
		P3	Thu	10.06.10	09:30 – 13:00
Excel Pivot Tables	Brighton		Mon	17.05.10	09:00 – 12:30
Excel – Visual Basic – Customised Training by Request					
File Management & Windows Introduction	Brighton		Thu	20.05.10	09:00 – 12:30
FrontPage Introduction 2003	Brighton	P1	Thu	06.05.10	13:30 – 17:00
		P2	Fri	07.05.10	13:30 – 17:00
FrontPage – Intermediate by Request					
InDesign CS4 – Introduction	City	P1	Mon	10.05.10	13:30 – 17:00
		P2	Tue	11.05.10	13:30 – 17:00
Lotus Notes – Customised by Request					

Course and Level	Venue	Session	Day	Date	Course Time
MYOB V 17 – Customised by Request					
Outlook XP/2003/2007 – Email	Brighton		Mon	12.04.10	09:00 – 12:30
	City		Tue	18.05.10	09:30 – 13.00
Outlook XP/2003/2007 – Calendar, Contacts and Tasks	Brighton		Mon	12.04.10	13:30 – 17:00
	City		Tue	18.05.10	13:30 – 17:00
Photoshop – Photographic Applications	Brighton		Mon	12.04.10	09:00 – 17:00
Photoshop – In Depth	City	P1	Mon	10.05.10	09:30 – 13.00
		P2	Tue	11.05.10	09:30 – 13.00
		P3	Wed	12.05.10	09:30 – 13.00
PowerPoint XP/2003/2007 Introduction	Brighton	P1	Tue	27.04.10	09:00 – 12:30
		P2	Thu	29.04.10	09:00 – 12:30
	City	P1	Wed	26.05.10	09:30 – 13.00
		P2	Thu	27.05.10	09:30 – 13.00
	Brighton	P1	Wed	23.06.10	09:00 – 12:30
		P2	Thu	24.06.10	09:00 – 12:30
PowerPoint XP/2003/2007 Intermediate	Brighton	P1	Mon	31.05.10	09:00 – 12:30
		P2	Wed	02.06.10	09:00 – 12:30
Project 2003/2007 Introduction	Brighton		Fri	30.04.10	09:00 – 17:00
	City		Wed	16.06.10	09:30 – 17:00
Publisher Introduction 2003/2007	Brighton	P1	Wed	16.06.10	09:00 – 12:30
		P2	Thu	17.06.10	09:00 – 12:30
Publisher Advanced – by Request					
QuickBooks - Customised Training by Request					
Touch Typing	Brighton	P1	Thu	06.05.10	09:00 – 12:00
Learn to touch type accurately and without looking at the keyboard. This course is essential for anyone who needs to improve their productivity.		P2	Thu	13.05.10	09:00 – 12:00
		P3	Thu	20.05.10	09:00 – 12:00
		P4	Thu	27.05.10	09:00 – 12:00
Visio 2003 / 2007	Brighton	P1	Mon	17.05.10	13:30 – 17:00
		P2	Wed	19.05.10	13:30 – 17:00
Word XP / 2003/ 2007 Introduction	Brighton	P1	Mon	12.04.10	09:00 – 12.30
		P2	Wed	14.04.10	09:00 – 12.30
	City	P1	Tue	04.05.10	09:30 – 13.00
		P2	Thu	06.05.10	09:30 – 13.00
	Brighton	P1	Thu	10.06.10	09:00 – 12:30
		P2	Fri	11.06.10	09:00 – 12:30
Word XP / 2003/ 2007 Intermediate	City	P1	Wed	28.04.10	13:30 – 17:00
		P2	Thu	29.04.10	13:30 – 17:00
	City	P1	Tue	01.06.10	09:30 – 13.00
		P2	Wed	02.06.10	09:30 – 13.00
	Brighton	P1	Wed	23.06.10	13:30 – 17:00
		P2	Thu	24.06.10	13:30 – 17:00
Word XP / 2003/ 2007 Advanced	Brighton	P1	Thu	22.04.10	09:00 – 12.30
		P2	Fri	23.04.10	09:00 – 12.30
	City	P1	Thu	24.06.10	09:30 – 13.00
		P2	Fri	25.06.10	09:30 – 13.00
Word How to prepare Long Documents	Brighton	P1	Tue	27.04.10	13:30 – 17:00
This course combines topics from the Intermediate and Advanced Word courses and is essential for anyone preparing documents over 10 pages		P2	Thu	29.04.10	13:30 – 17:00
	City	P1	Thu	24.06.10	13:30 - 17.00
		P2	Fri	25.06.10	13:30 - 17.00

Course and Level	Venue	Session	Day	Date	Course Time
Personal Development Courses					
<i>Customised by Request</i> Developing Good Customer Service Managing Difficult & Stressful Situations Effective Time Management Effective Communications					