



KeyboardConcepts

COURSE SCHEDULE JULY to SEPTEMBER 2010

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

Welcome to our July to September 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.



Introducing the Keyboard Concepts mobile training room.

We now offer the convenience of bringing our training programs directly to your office. No more disruption or lost travelling time and all the other problems of leaving the office. We'll set up a complete training environment, using top of the range Toshiba laptops, projector and of course our highly experienced training instructors – bringing you the skills you need where

you need them. Call Jennifer or Sylvia on 9592 9919 and discover the cost savings you can make when we bring our training studio to 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. You will also gain 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
Melways ref: Page 76 G3

City Venue:

Ground Floor, 21 Bedford Street
North Melbourne
(this is the Engineers Australia building)
Melways ref: Page 2B A9

Course and Level	Venue	Session	Day	Date	Course Time
Upgrade to Office 2007 or Office 2010	Brighton		Mon	05.07.10	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 or Office 2010	Brighton		Thu	05.08.10	09:00 – 12:30
	City		Tue	31.08.10	09:30 – 13:00
	Brighton		Wed	22.09.10	09:00 – 12:30
Upgrade to Windows 7	Brighton		Mon	05.07.10	13.30 – 15.30
This two hour session will show you the new features of Windows 7	Brighton		Thu	05.08.10	13:30 – 15:30
	City		Tue	31.08.10	13:30 – 15:30
	Brighton		Wed	22.09.10	13.30 – 15.30
Access XP/2003/2007 Introduction	Brighton	P1	Tue	13.07.10	09:00 – 17:00
		P2	Thu	15.07.10	09:00 – 17:00
	City	P1	Mon	16.08.10	09:30 – 17:00
		P2	Wed	18.08.10	09:30 – 17:00
	Brighton	P1	Thu	16.09.10	09:00 – 17:00
		P2	Fri	17.09.10	09:00 – 17:00
Access XP/2003/2007 Intermediate	City	P1	Mon	19.07.10	09:30 – 17:00
		P2	Tue	20.07.10	09:30 – 17:00
	Brighton	P1	Wed	25.08.10	09:00 – 17:00
		P2	Thu	26.08.10	09:00 – 17:00
	City	P1	Tue	28.09.10	09:30 – 17:00
		P2	Wed	29.09.10	09:30 – 17:00
Access Advanced – Customised Q & A session, working on your own database	Brighton	All day	Fri	03.09.10	09:00 – 17:00
Access Visual Basic – by request					
Adobe Acrobat Professional – by request					
Learn to edit PDF documents					
Computers Getting Started	Brighton	P1	Tue	10.08.10	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	Tue	17.08.10	10:00 – 12:00
		P3	Tue	24.08.10	10:00 – 12:00
		P4	Tue	31.08.10	10:00 – 12:00
		P5	Tue	07.09.10	10:00 – 12:00
Dreamweaver CS4 Introduction – by request					
Excel XP/2003/2007 Introduction	Brighton	P1	Thu	01.07.10	13:30 – 17:00
		P2	Fri	02.07.10	13:30 – 17:00
	City	P1	Tue	13.07.10	09:30 – 13:00
		P2	Thu	15.07.10	09:30 – 13:00
	Brighton	All day	Mon	02.08.10	09:00 – 17:00
	City	All day	Wed	25.08.10	09:30 – 17:00
	Brighton	P1	Tue	14.09.10	09:00 – 12:30
		P2	Wed	15.09.10	09:00 – 12:30
Excel XP/2003/2007 Intermediate	Brighton	P1	Tue	06.07.10	09:00 – 12:30
		P2	Wed	07.07.10	09:00 – 12:30
	City	All day	Fri	30.07.10	09:30 – 17:00
	Brighton	All day	Thu	19.08.10	09:00 – 17:00
	City	All day	Mon	06.09.10	09:30 – 17:00
	Brighton	P1	Wed	29.09.10	09:00 – 12:30
		P2	Thu	30.09.10	09:00 – 12:30

Course and Level	Venue	Session	Day	Date	Course Time
Excel XP/2003/2007 Advanced	Brighton	P1 & P2	Mon	26.07.10	09:00 – 17:00
		P3	Wed	28.07.10	09:00 – 12:30
	City	P1 & P2	Fri	27.08.10	09:30 – 17:00
		P3	Mon	30.08.10	09:30 – 13:00
	Brighton	P1	Mon	20.09.10	13:30 – 17:00
		P2	Wed	22.09.10	13:30 – 17:00
		P3	Thu	23.09.10	13:30 – 17:00
Excel Pivot Tables	Brighton		Tue	10.08.10	09:00 – 12:30
Excel – Visual Basic –by request					
File Management & Windows Introduction	Brighton		Mon	23.08.10	09:00 – 12:30
FrontPage Introduction 2003 - by request					
FrontPage Intermediate - by request					
InDesign CS4 – by request					
Lotus Notes – by request					
MYOB V 17 – by request					
Outlook XP/2003/2007 – Email	Brighton		Mon	12.07.10	09:00 – 12:30
	Brighton		Thu	02.09.10	09:00 - 12:30
Outlook XP/2003/2007 – Calendar, Contacts and Tasks	Brighton		Mon	12.07.10	13:30 – 17:00
	Brighton		Thu	02.09.10	13:30 – 17:00
Photoshop – Photographic Applications – by request					
Photoshop – In Depth – by request					
PowerPoint XP/2003/2007 Introduction	Brighton	P1	Tue	27.07.10	09:00 – 12:30
		P2	Thu	29.07.10	09:00 – 12:30
	City	All day	Thu	12.08.10	09:30 – 17:00
	Brighton	All day	Mon	27.09.10	09:00 – 17:00
PowerPoint XP/2003/2007 Intermediate	Brighton	All day	Tue	17.08.10	09:00 – 17:00
Project 2003/2007 Introduction	City	All day	Fri	20.08.10	09.30 – 17.00
	Brighton	All day	Wed	22.09.10	09.00 – 17.00
Publisher Introduction 2003/2007	Brighton	P1	Thu	09.09.10	09:00 – 12:30
		P2	Fri	10.09.10	09:00 – 12:30
Publisher Advanced – by request					
QuickBooks – by request					
SharePoint Introduction	Brighton	All day	Wed	08.09.10	09:00 – 17:00
Touch Typing Learn to touch type accurately and without looking at the keyboard. This course is essential for anyone who needs to improve their productivity.	Brighton	P1	Thu	12.08.10	09:00 – 12:00
		P2	Thu	19.08.10	09:00 – 12:00
		P3	Thu	26.08.10	09:00 – 12:00
		P4	Thu	02.09.10	09:00 – 12:00

Course and Level	Venue	Session	Day	Date	Course Time
Visio 2003 / 2007	Brighton	All day	Mon	23.08.10	09:00 – 17:00
Word XP / 2003/ 2007 Introduction	City	P1	Tue	13.07.10	13:30 – 17:00
		P2	Thu	15.07.10	13:30 – 17:00
	Brighton	P1	Thu	12.08.10	09:00 – 12:30
		P2	Fri	13.08.10	09:00 – 12:30
	Brighton	P1	Mon	20.09.10	09:00 – 12:30
		P2	Wed	22.09.10	09:00 – 12:30
Word XP / 2003/ 2007 Intermediate	City	All day	Wed	04.08.10	09:30 – 17:00
	Brighton	P1	Thu	09.09.10	13:30 – 17:00
		P2	Fri	10.09.10	13:30 – 17:00
Word XP / 2003/ 2007 Advanced	Brighton	All day	Fri	06.08.10	09:00 – 17:00
	City	All day	Fri	24.09.10	09:30 – 17:00
Word How to prepare Long Documents	Brighton	P1	Tue	21.09.10	09:00 – 12:30
This course combines topics from the Intermediate and Advanced Word courses and is essential for anyone preparing documents over 10 pages		P2	Thu	23.09.10	09:00 – 12:30
Personal Development Courses					
<i>Customised by Request</i> Developing Good Customer Service Managing Difficult & Stressful Situations Effective Time Management Effective Communications					