

CLASS TIMETABLE
OCTOBER – NOVEMBER
2007

Ph: (07) 55945566 Email: admin@dacomputertraining.com.au

COURSE	DATE	DURATION DETAILS	START /FINISH
Emailing basics- Outlook Express	Monday 1 st Oct	2 Hours	9.30am to 11.30am
	Tuesday 20 th Nov	2 Hours	7pm to 9 pm
Surfing the Web	Tuesday 2 nd Oct	2 Hours	9.30am to 11.30am
	Monday 19 th Nov	2 Hours	7pm to 9pm
Digital Camera	Tuesday 16 th Oct	2 Hours	9.30am to 11.30am
	Thursday 15 th Nov	2 hours	7pm to 9pm
Creating a Slideshow	Thursday 8 th Nov	2 hours	1pm to 3pm
Scanning techniques	Thursday 15 th Nov	2 Hours	1pm to 3pm
Walk around VISTA	Saturday 20 th Oct	2 Hours	9.30am to 11.30pm
	Tuesday 20 th Nov	2 Hours	1pm to 3pm
MS Power Point Introduction 2002/2003	Thursday 25 th Oct	All Day	9am to 4.30pm
MYOB Basic Day to Day Transactions	Wednesday 10 th Oct Each Wednesday & Thursday evenings for 2 weeks. Last class held on 18 th Oct		7pm to 9pm
	Tuesday 30 th Oct	All Day	9am to 4.30pm
MYOB Reconciliation & GST	Tuesday 30 th Oct Each Tuesday & Thursday evenings for 2 weeks. Last class held on the 8 th Nov		7pm to 9pm
	Tuesday 13 th Nov	All Day	9am to 4.30pm
MYOB Payroll Management	Tuesday 2 nd & Thursday 4 th Oct	2 Nights	7pm to 9pm
	Monday 19 th Nov	½ Day	9am to 1pm
	Wednesday 28 th & Thursday 29 th Nov	2 Nights	7pm to 9pm
Excel Introduction 2002/2003	Tuesday 9 th Oct	1 Day	9am to 4.30pm
	Wednesday 12 th Sept Each Wednesday evening. Last class held on the 3 rd of Oct.		6pm to 8pm
Excel Intermediate 2002/2003	Monday 22 nd & Tuesday 23 rd Oct	2 Days	9am to 4.30pm
	Wednesday 24 th Oct Each Wednesday evening for 5 weeks. Last class to be held on 21 st Nov		6pm to 9pm
Excel Advanced 2002/2003	Monday 5 th & Tuesday 6 th Nov	2 Days	9am to 4.30pm
Word Introduction 2007	Monday 15 th Oct	1 Day	9am to 4.30pm
	Saturday 3 rd Nov	1 Day	9am to 4.30pm
Word Intermediate 2007	Monday 29 th Oct & Thursday 1 st Nov	2 Days	9am to 4.30pm
Word Advanced 2007	Monday 12 th Nov	1 Day	9am to 4.30pm
Ebay- Register and Buy	Monday 8 th Oct	2 Hours	7pm to 9pm
	Thursday 8 th Nov	2 Hours	9.30am to 11.30pm
Ebay- Selling 1	Monday 15 th Oct	2 Hours	7pm to 9pm
	Thursday 15 th Nov	2 Hours	9.30am to 11.30
Ebay- Selling 2	Monday 22 nd Oct	2 Hours	7pm to 9pm
	Thursday 22 nd Nov	2 Hours	9.30am to 11.30pm
MS Windows 2000/XP/Vista	Monday 26 th Nov	1/2 Day	9.30am to 1.30pm

Shop Address

Shop 1c Boonooroo Park Shopping Centre
Nielsens Road, Carrara.

Mailing Address

PO BOX 139 Earle Plaza
Nerang QLD 4211