

## Public Course Schedule 2010

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Course Title	Dur	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Ms Office</b>								
<b>Course Start Dates</b>								
Word Core		14	05	05	01	04	02	01
Word Advanced		16	08	10	08		10	
Excel Core		03	01	04,25	06	06,27	16	06,16
Excel Expert		10	27		20		10	
PowerPoint Core		07	22	12	24	14	18	10
Outlook Core		02	19	17	28	25	19	13
Access Core			12	27	30	21	29	
<b>Other Microsoft Courses</b>								
Publisher	1	21		13		15		08
Visio 2003 Professional Essentials	1		28		23		15	
Sharepoint End User	1	08	16	19	22	11	01	08
SharePoint Power User / Developer	2	09		18	23	12	02	09
Microsoft Expression Web 2	1	18	29	24	27	18		20
Microsoft Expression Design 2	1		20		15		25	
<b>Microsoft Technical Courses</b>								
MS6419 Server 2008 Administration	5			Call for dates				
MS6231 SQL 2008 Maintenance	5			Call for dates				
MS 10135 Exchange 2010	5			Call for dates				
MS5061 Implementing SharePoint 2007	5			Call for dates				
Other Official MS Courses please call us								
<b>Adobe CS4</b>								
Indesign Essentials	2	22	13		13			02
Illustrator Essentials	2			26		20		
Flash Essentials	2	23	14		29		04	
Photoshop Essentials	2	24	15	09		28		14
Photoshop Advanced	2			11	09		08	
Dreamweaver Essentials	2	25	29			21		
Dreamweaver Advanced	2	09		30			29	
<b>Crystal Reports</b>								
Crystal reports	2			26		07		
<b>Sage</b>								
Sage Line 50 Foundation	1	28	26		03		19	
Sage Line 50 Intermediate	1			16		14		
Sage Line 50 Advanced	1			17				
Sage Payroll Foundation	1			18			18	
Sage Payroll Intermediate	1			20		26		
<b>Project Management</b>								
Microsoft Project Introduction	2	17	21	02		21		
Microsoft Project Advanced	2	23			16		18	
Prince 2 Foundation	3				20		22	
Prince 2 Practitioner inc Foundation	5	21			20		22	
<b>ITIL Service Management</b>								
ITIL Foundation V3	3	21		23		18		

We have some **FREE** MS Office courses. See website for details [www.skillsgen.com](http://www.skillsgen.com)