



SHORT COURSE SCHEDULE

Monday	Subject	Friday	Subject
Aug-30	Excel	Sep-03	Word
Sep-06	Excel	Sep-10	Word
Sep-13	Excel	Sep-17	Word
Sep-20	MYOB	Sep-24	MS PowerPoint
Sep-27	MYOB	Oct-01	MS Outlook
Oct-04	MYOB	Oct-08	MYOB
Oct-11	MS Access	Oct-15	MS Access
Oct-18	MS Access	Oct-22	MYOB
Oct-25	Sales 1	Oct-29	Customer Service 1
Nov-01	Sales 2	Nov-05	Customer Service 2
Nov-08	Word	Nov-12	Excel
Nov-15	Word	Nov-19	Excel
Nov-22	Word	Nov-26	Excel
Nov-29	MS PowerPoint	Dec-03	MS Access
Dec-06	MS Outlook	Dec-10	MS Access
Dec-13	Intro to the Internet	Dec-17	MS Access

Please Note: We no longer schedule levels within each subject - because the Short Courses provide a hands-on learning methodology, we can combine different levels of expertise in each class.