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Course catalogue

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Access 2002	CIW Foundations 1D0-510
Access 2003	CIW Security 1D0-470
Access 97	Client/Server
Basics of Business Math	CMS
Budgeting and Saving	COBOL (New)
Building Relationships	COBOL (OS/VS)
Business Communication	COBOL
Business Ethics	ColdFusion MX
Business Management	CompTIA A+
C in 21 Days	CompTIA Network+ 2005 (N10-003)
CGI/Perl	CompTIA Network+
CICS/ESA	CompTIA Server+ 2005 (SK0-002)
Cisco Related Series BCMSN 642-811	Computer Basics
Cisco Related Series BCRAN 642-821	Computing Concepts
Cisco Related Series BSCI 642-801	Crystal Reports 8
Cisco Related Series CCDA	Crystal Reports XI
Cisco Related Series CCNA 640-801	Customer Service
Cisco Related Series CCNA	Data Warehousing
Cisco Related Series CIT 642-831	DB2 Universal Database
CISSP Security Professional	DB2
Dealing with Difficult People	Java 1.2
Dreamweaver 8/Dreamweaver MX 2004	Java 2 5.0 Programming
Dreamweaver MX	Java 2 Enterprise Design
Dynamic HTML	Java 2 Programmer Certification 310-035
EASYTRIEVE	JavaScript
Effective Business Communication	JCL
Effective Presentations	LANs
Excel 2000 MOS Expert	Linux Red Hat Technician RHCT RH202
Excel 2000 MOS	Linux
Excel 2002	Lotus Notes 4.6
Excel 2003	Lotus Notes 6.5
Excel 97	Lotus Notes R5
Exchange 2000 Administration MCSE 70-224	Management Skills Introduction
Exchange 4.0	Managing Change
Exchange 5.0	MFC Workbench
Exchange Server 4.0	Microsoft .NET Applications
Exchange Server 5.0	MCSA/MCAD/MCDBA 70-316
Exchange Server 5.5	Microsoft .NET Architectures MCP/MCSD 70-300
Flash 8	Microsoft Exchange Server 2003 MCSA/MCSE 70-284
Flash MX 2004 ActionScript 2.0	Money 98
Flash MX 2004	Motivation Methods and Strategies
Flash MX ActionScript	Motivation
Flash MX	

<p> FOCUS FrontPage 2000 FrontPage 97 FrontPage 98 Fundamentals of Business Management GroupWise 5.5 GroupWise 6.5 GUI Design Home Business HS326 HTML IIS 4 IIS 6 Instructional Design International Computer Driving Licence 4.0 XP International Computer Driving Licence Version 4.0 Internet Internet Explorer 6 Internet Explorer 7 Internet Marketing Internet Tools Interview Skills Introduction to PCs Investing Fundamentals ISPF Java 1.1 PowerBuilder 5 PowerBuilder 6 PowerBuilder 9 Advanced Development PowerPoint 2000 MOS PowerPoint 2002 PowerPoint 2003 PowerPoint 97 Project 2000 MOS Project 2003 Project 98 Project Management Professional Certification 2005 Project Management Professional PMP Project Management Project Server 2003 QMF QuickBooks 2004 QuickBooks Quicken 98 Rational Unified Process RDBMS Fundamentals Resumes PHP and MySQL </p>	<p> MVS Negotiating Netscape Communicator 4.0 Netscape Navigator 3.0 Netscape Navigator 4.0 Networking for End Users Networking for Technical Users New CLAIT Notes 5 Programming Novell 560 CNE Novell 570 CNE Advanced Administration Object-Oriented Analysis & Design Office 2000 Office 2003 - What's New Office 2007 Office XP Upgrade OOP Using C++ Oracle 10g Administration Oracle8 Oracle9i Database Fundamentals 1Z0-031 Oracle9i SQL 1Z0-007 Oracle Outlook 2002 Outlook 2003 Paint Shop Pro 5 Photoshop 7 Photoshop CS Photoshop Sybase TCP/IP Teams That Work Time Management Fundamentals Time Management TSO/E UML 2.0 UNIX Visio 2002 Visual Basic .NET for Web MCSD/MCAD 70-305 Visual Basic .NET for XML Web MCSD/MCAD 70-310 Visual Basic .NET Windows Apps MCSD/MCAD 70-306 Visual Basic 2005 Visual Basic 6.0 Visual C# Web Applications MCAD 70-315 Visual C# XML MCAD 70-320 Visual InterDev 6 Visual Studio .NET Advanced Topics Visual Studio .NET and ASP.NET Visual Studio .NET Overview Visual Studio .NET Programming with Visual C# </p>
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Retirement Planning REXX Programming RPG IV Programming SAP R/3 Release 4.6 Sarbanes-Oxley Act SAS 8 SAS Security+ Server 2003 Security Admin MCSA/MCSE 70-299 Server+ Sexual Harassment in the Workplace Sexual Harassment SharePoint 2003 Solaris 8 System Administrator 310-011 Solaris 9 System Administrator 310-014/310-015 SQL for the Windows Environment SQL Server 2000 Admin MCDBA MCSA MCSE 70-228 SQL Server 2000 Database Design MCSE 70-229 SQL Server 2005 MCTS 70-431 SQL Server 6.5 SQL Server 7 Admin SQL Stress Management Sun Java 2 Developer SCJD CX-310-252A/CX-310-027	VSAM Web Design & Graphics Web Publishing and Design with HTML 4.01 and XHTML WebSphere Studio Application Developer 5.0 & J2EE Windows 2000 Active Directory MCSE 70-217 Windows 2000 Basics Windows 2000 Directory Design MCSE 70-219 Windows 2000 Network Administration MCSE 70-216 Windows 2000 Network Design MCSE 70-221 Windows 2000 Network Management MCSA 70-218 Windows 2000 Professional MCSE 70-210 Windows 2000 Security Design MCSE 70-220 Windows 2000 Server MCSE 70-215 Windows Server 2003 Active Directory MCSE 70-294 Windows Server 2003 Administration MCSE 70-290 Windows Server 2003 Infrastructure MCSE 70-297 Windows Server 2003 Network Management MCSE 70-291 Windows Server 2003 Network Planning MCSE 70-293 Windows Server 2003 Security MCSE 70-298 Windows Server 2003 Windows Vista Upgrade Windows XP Application Support MCDST 70-272 Windows XP Professional MCSE 70-270 Windows XP System Support MCDST 70-271 Windows XP Upgrade WinNT Networking WinNT Server 4.0 Enterprise WinNT Server 4.0 WinNT Wkstn 4.0 Word 2000 MOS Expert Word 2000 MOS Word 2002 Word 2003 Word 97 Works XEDIT XML

ESL (English as a Second Language) Courses

General English

What is it about?

You can study 2 x 240-hour courses at Post-beginner and Intermediate levels. Each course contains 12 units which cover relevant topics for everyday life such as health, study, leisure and shopping.

There are two levels available in this course: Post-beginner (Level 2) and Intermediate (Level 3). Each level has 12 units: 6 listening and speaking units and 6 reading and writing units.

In the listening and speaking units you'll listen to real life conversations.

In the reading and writing units you'll learn to read and write written texts such as letters, emails and job applications.

In each unit you'll learn the pronunciation, vocabulary and grammar used in these conversations and written texts.

Course details

Listening / speaking units.

Unit 1 – Shopping Learn the English you need to buy food, clothes and electrical goods.

Unit 2 – Health Learn to a doctor's consultation and to people talking about healthy food.

Unit 3 – Leisure Learn the English you need to talk about past events.

Unit 4 – News and Weather Listen to news and weather reports.

Unit 5 – Computers Learn the English you need to give spoken instructions.

Unit 6 – Jobs Learn to ask about different jobs. Reading / writing units

Unit 1 – Keeping in touch Learn to write emails, postcards, notes and SMS messages.

Unit 2 – Party time. Learn to read instructions and listen to people talking at a party.

Unit 3 – Going to a new country. Learn to write stories about visiting and living in new places.

Unit 4 – Travel Read travel advertisements, brochures and newspaper articles and plane and bus timetables.

Unit 5 – Good stories Read stories about a robbery, a ship wreck and an embarrassing experience.

Unit 6 – Emblems and icons. Read information about animals, plants and places.

Reading / writing units

Unit 1 – Keeping in touch Learn to write emails, postcards, notes and SMS messages.

Unit 2 – Party time. Learn to read instructions and listen to people talking at a party.

Unit 3 – Going to a new country. Learn to write stories about visiting and living in new places.

Unit 4 – Travel Read travel advertisements, brochures and newspaper articles and plane and bus timetables.

Unit 5 – Good stories Read stories about a robbery, a ship wreck and an embarrassing experience.

Unit 6 – Emblems and icons. Read information about animals, plants and places.

What are the advantages?

Learning when you choose rather than at set times

Family commitments are no longer an issue

Shift work or Small Business – fully flexible options

Log on & start your training within inbuilt testing if required

You will have up to 6 months access to the training site.

**FREE DEMO available on our web site. Contact Ros Bishop for further
Information on 1300 300 352**