

# COURSE CALENDAR 2009

## ACCOUNTING & IT CENTER: INFORMATION TECHNOLOGY COURSES

NO	COURSE TITLE	Duration	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
1	MS Access 2007 - Basic	4	340B	25-28		1-4		4-7			<b>BIBF CLOSED</b>		18-21			
2	MS Access 2007 - Intermediate	4	340I		1-4		12-15								15-18	
3	MS Access 2007 - Advanced	4	340A							5-8						
4	MS Excel 2007 - Basic	4	315B	18-21		1-4	26-29	4-7	7-10				6-9	18-21		6-9
5	MS Excel 2007 - Intermediate	4	315I		8-11 & 22-25		5-8		7-10 and 14-17	5-8			13-16	4-7	15-18	
6	MS Excel 2007 - Advanced	4	315A				19-22									
7	MS Word 2007 - Basic	4	330B	18-21		15-18	26-29						6-9	11-14		
8	MS Word 2007 - Intermediate	4	330I		1-4		5-8		14-17	12-15			13-16			
9	MS Word 2007 - Advanced	4	330A				19-22									
10	MS PowerPoint 2007 - Basic	4	350B	25-28		22-25		10-13						25-28		
11	MS PowerPoint 2007 - Advanced	4	350A		22-25				21-24						8-11	
12	MS Outlook 2007 - Basic	4	356B		8-11			10-13								
13	MS Outlook 2007 - Advanced	4	356A					17-20								6-9
14	MS Project - Basic	4	395B			22-25			21-24						8-11	
15	MS Project - Advanced	4	395A					17-20						11-14		
16	Management of Information Security	4	328A							12-15						
17	Project Management - Principle	4	394P		15-18			24-27						4-7		
18	IT Project Management	4	394A												22-25	
19	Crystal Report - Basic	4	399B					24-27								
20	Crystal Report - Advanced	4	399A												22-25	
21	Business Continuity Management - BCM	4	380			15-18								25-28		