



LONDON CAPITAL COMPUTER COLLEGE

Corporate Training Dates – 2012 Schedule

Information Technology Certificate in Information Systems (102)			
Month	Introduction to Computers	Business Information Systems	Business English & Report Writing
	1 day	1 day	5 days
Feb			
Mar			
April			
May			
June			
July			
Aug			
Sept			
Oct	4	5	8-12
Nov	5	6	
Dec			

Diploma in Information Technology (103)					
Month	Windows Operating System†	Microsoft PowerPoint†	Microsoft Word†	Microsoft Excel†	Microsoft Access†
	2 days	1 day	2 days	3 days	3 days
Feb					
Mar					
April					
May					
June					
July					
Aug					
Sept					
Oct	8-9	12	10-11	17-19	22-24
Nov	7-8	9	12-13	14-16	19-21
Dec					

Advanced Diploma in Information Technology (104) Training Dates					
Month	Adv. Windows Operating System†	Email Communication & Internet†	Microsoft Advanced Word†	Microsoft Advanced Excel†	Microsoft Advanced Access†
	2 days	2 days	3 days	5 days	5 days
Feb					
Mar					
April					
May					
June					
July					
Aug					
Sept					
Oct					
Nov	5-6	7-8	14-16	19-23	26-30
Dec					

Special Requirement: The symbol (†) mean 100% use of computer