



## LONDON CAPITAL COMPUTER COLLEGE

### Corporate Training Dates – 2013 Schedule

Information Technology Certificate in Information Systems (102)			
Month	Introduction to Computers	Business Information Systems	Business English & Report Writing
	<b>1 day</b>	<b>1 day</b>	<b>5 days</b>
Feb			
Mar	07-Mar	08-Mar	11-15 Mar
April	08-Apr	09-Apr	
May	16-May	17-May	20-24 May
June	17-Jun	18-Jun	
July	25-Jul	26-Jul	29 Jul – 2 Aug
Aug	26-Aug	27-Aug	
Sept			
Oct	03-Oct	04-Oct	7-11 Oct
Nov	04-Nov	05-Nov	
Dec			

Diploma in Information Technology (103)					
Month	Windows Operating System†	Microsoft PowerPoint†	Microsoft Word†	Microsoft Excel†	Microsoft Access†
	<b>2 days</b>	<b>1 day</b>	<b>2 days</b>	<b>3 days</b>	<b>3 days</b>
Feb					
Mar	11-12 Mar	13-Mar	14-15 Mar	18-22 Mar	27-29 Mar
April	8-9 Apr	10-Apr	15-16 Apr	17-19 Apr	24-26 Apr
May	20-21 May	22-May	23-24 May	29-31 May	
June	19-20 Jun	21-Jun	24-25 Jun	26-28 Jun	5-7 Jun
July	29-30 Jul	31-Jul			3-5 Jul
Aug	26-27 Aug	28-Aug	1-2 Aug	7-9 Aug	14-16 Aug
Sept			2-3 Sept	4-6 Sept	11-13 Sept
Oct	7-8 Oct	09-Oct	10-11 Oct	14-16 Oct	23-25 Oct
Nov	6-7 Nov	08-Nov	11-12 Nov	13-15 Nov	20-22 Nov
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†
	<b>2 days</b>	<b>2 days</b>	<b>3 days</b>	<b>5 days</b>	<b>5 days</b>
Feb					
Mar					
April	9-10 Apr	11-12 Apr	17-19 Apr	22-26 Apr	
May					6-10 May
June	17-18 Jun	19-20 Jun	26-28 Jun		
July				1-5 Jul	15-19 Jul
Aug	26-27 Aug	28-29 Aug			
Sept			4-6 Sept	9-13 Sept	23-27 Sept
Oct					
Nov	4-5 Nov	6-7 Nov	13-15 Nov	18-22 Nov	
Dec					2-6 Dec

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