

The wise choice for all your training needs...



IT Training Courses February 2018 to May 2018

| | | Days | Price | February | March | April | May |
|-----------------------------------|-----------------|------|-------|-----------------|-----------------|-----------------|-----------------|
| Microsoft Office | | | | | | | |
| Access | Fundamentals | 2 | £ 495 | Tue 20 & Wed 21 | Mon 26 & Tue 27 | Tue 24 & Wed 25 | Thu 3 & Fri 4 |
| | Advanced | 2 | £ 495 | Thu 15 & Fri 16 | Tue 20 & Wed 21 | Thu 19 & Fri 20 | Tue 22 & Wed 23 |
| | VBA | 2 | £ 495 | Thu 8 & Fri 9 | Tue 13 & Wed 14 | Thu 12 & Fri 13 | Tue 15 & Wed 16 |
| Excel | Fundamentals | 1 | £ 245 | Wed 14 | Mon 5 | Wed 18 | Mon 14 |
| | Intermediate | 1 | £ 245 | Thu 22 | Tue 6 | Thu 26 | Tue 8 |
| | Advanced | 1 | £ 245 | Tue 20 | Wed 7 | Wed 4 | Wed 9 |
| | VBA | 1 | £ 245 | Mon 12 | Thu 15 | Mon 16 | Thu 17 |
| Office | Upgrade | 1 | £ 245 | Fri 2 | Mon 5 | Fri 6 | Mon 21 |
| PowerPoint | Fundamentals | 1 | £ 245 | Mon 5 | Tue 20 | Mon 9 | Tue 22 |
| | Advanced | 1 | £ 245 | Tue 6 | Wed 21 | Tue 10 | Wed 23 |
| Project | Fundamentals | 2 | £ 495 | Tue 6 & Wed 7 | Mon 26 & Tue 27 | Tue 10 & Wed 11 | Mon 14 & Tue 15 |
| | Advanced | 2 | £ 495 | Thu 8 & Fri 9 | Wed 28 & Thu 29 | Thu 12 & Fri 13 | Wed 2 & Thu 3 |
| Publisher | Fundamentals | 2 | £ 495 | Wed 14 & Thu 15 | Thu 15 & Fri 16 | Thu 19 & Fri 20 | Thu 17 & Fri 18 |
| Visio | Fundamentals | 2 | £ 495 | Mon 12 & Tue 13 | Thu 22 & Fri 23 | Mon 16 & Tue 17 | Thu 24 & Fri 25 |
| Word | Fundamentals | 1 | £ 245 | Mon 12 | Tue 20 | Mon 16 | Tue 22 |
| | Intermediate | 1 | £ 245 | Tue 13 | Wed 21 | Tue 17 | Wed 23 |
| | Advanced | 1 | £ 245 | Wed 7 | Thu 22 | Wed 11 | Thu 24 |
| Web, Graphics & Design | | | | | | | |
| AutoCAD | 2D Fundamentals | 2 | £ 495 | Mon 12 & Tue 13 | Wed 7 & Thu 8 | Mon 16 & Tue 17 | Wed 9 & Thu 10 |
| | Advanced | 2 | £ 575 | Tue 27 & Wed 28 | Mon 19 & Tue 20 | Tue 3 & Wed 4 | Mon 21 & Tue 22 |
| | 3D Fundamentals | 2 | £ 495 | Wed 21 & Thu 22 | Mon 26 & Tue 27 | Wed 25 & Thu 26 | Mon 14 & Tue 15 |
| Business Photography | Fundamentals | 1 | £ 395 | Thu 15 | Wed 7 | Thu 19 | Wed 9 |
| CSS | Fundamentals | 1 | £ 245 | Thu 8 | Fri 16 | Thu 12 | Fri 18 |
| Dreamweaver | Fundamentals | 2 | £ 495 | Thu 1 & Fri 2 | Tue 6 & Wed 7 | Thu 5 & Fri 6 | Tue 8 & Wed 9 |
| Flash | Fundamentals | 2 | £ 495 | Mon 19 & Tue 20 | Thu 8 & Fri 9 | Mon 23 & Tue 24 | Thu 10 & Fri 11 |
| HTML | Fundamentals | 1 | £ 245 | Fri 16 | Wed 21 | Fri 20 | Tue 22 |
| Illustrator | Fundamentals | 2 | £ 495 | Mon 5 & Tue 6 | Tue 13 & Wed 14 | Mon 9 & Tue 10 | Tue 15 & Wed 16 |
| InDesign | Fundamentals | 2 | £ 495 | Mon 19 & Tue 20 | Tue 13 & Wed 14 | Mon 23 & Tue 24 | Tue 15 & Wed 16 |
| | Advanced | 2 | £ 495 | Wed 21 & Thu 22 | Thu 15 & Fri 16 | Wed 25 & Thu 26 | Thu 17 & Fri 18 |
| MapInfo | Fundamentals | 2 | £ 495 | Mon 19 & Tue 20 | Tue 6 & Wed 7 | Mon 23 & Tue 24 | Tue 8 & Wed 9 |
| PaintShop Pro | Fundamentals | 2 | £ 495 | Tue 6 & Wed 7 | Thu 22 & Fri 23 | Tue 10 & Wed 11 | Thu 24 & Fri 25 |
| Photoshop | Fundamentals | 2 | £ 495 | Thu 1 & Fri 2 | Wed 28 & Thu 29 | Thu 5 & Fri 6 | Wed 30 & Thu 31 |
| | Advanced | 2 | £ 495 | Tue 13 & Wed 14 | Thu 8 & Fri 9 | Tue 17 & Wed 18 | Thu 10 & Fri 11 |

All Prices exclude VAT.

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Management Training Courses February 2018 to May 2018

| | Days | Price | February | March | April | May |
|---------------------------------------|------|-------|-----------------|-----------------|-----------------|-----------------|
| Management Training | | | | | | |
| Communication Skills | 1 | £ 475 | Wed 28 | Fri 9 | Wed 4 | Fri 11 |
| Confidence & Assertiveness | 1 | £ 475 | Thu 1 | Fri 16 | Thu 5 | Fri 18 |
| Management Fundamentals | 2 | £ 675 | Thu 15 & Fri 16 | Tue 13 & Wed 14 | Thu 19 & Fri 20 | Tue 29 & Wed 30 |
| Presentation Skills | 1 | £ 475 | Fri 23 | Wed 28 | Fri 27 | Wed 30 |
| Project Management Techniques | 2 | £ 675 | Tue 13 & Wed 14 | Wed 14 & Thu 15 | Tue 17 & Wed 18 | Wed 16 & Thu 17 |
| Proofreading | 1 | £ 475 | Wed 28 | Thu 22 | Wed 4 | Thu 24 |
| Speed Reading Skills | 1 | £ 475 | Mon 5 | Fri 9 | Mon 9 | Fri 11 |
| Time Management | 1 | £ 475 | Wed 21 | Fri 2 | Wed 25 | Thu 3 |
| Train the Trainer | 2 | £ 675 | Thu 1 & Fri 2 | Mon 26 & Tue 27 | Thu 5 & Fri 6 | Tue 29 & Wed 30 |

All Prices exclude VAT.