



## IT Training Courses April 2020 to July 2020

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

All Prices exclude VAT and are per-delegate attending training.



## Management Training Courses April 2020 to July 2020

	Days	Price	April	May	June	July
<b>Management Training</b>						
<b>Communication Skills</b>	1	£ 475	Wed 1	Fri 29	Wed 3	Fri 31
<b>Confidence &amp; Assertiveness</b>	1	£ 475	Thu 16	Fri 22	Thu 18	Fri 3
<b>Management Fundamentals</b>	2	£ 675	Wed 1 & Thu 2	Wed 6 & Thu 7	Wed 3 & Thu 4	Wed 8 & Thu 9
<b>Presentation Skills</b>	1	£ 475	Fri 3	Thu 28	Fri 12	Thu 2
<b>Project Management Techniques</b>	2	£ 675	Tue 14 & Wed 15	Wed 6 & Thu 7	Tue 16 & Wed 17	Wed 1 & Thu 2
<b>Proofreading</b>	1	£ 475	Fri 3	Thu 7	Fri 26	Thu 9
<b>Speed Reading Skills</b>	1	£ 475	Thu 30	Fri 29	Thu 11	Fri 10
<b>Time Management</b>	1	£ 475	Mon 20	Tue 26	Mon 22	Tue 28
<b>Train the Trainer</b>	2	£ 675	Thu 2 & Fri 3	Mon 4 & Tue 5	Thu 25 & Fri 26	Mon 6 & Tue 7

All Prices exclude VAT and are per-delegate attending training.