

The wise choice for all your training needs...



IT Training Courses November 2018 to February 2019

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

All Prices exclude VAT.

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Management Training Courses November 2018 to February 2019

	Days	Price	November	December	January	February
Management Training						
Communication Skills	1	£ 475	Fri 16	Wed 12	Fri 18	Wed 13
Confidence & Assertiveness	1	£ 475	Fri 23	Thu 13	Fri 25	Thu 14
Management Fundamentals	2	£ 675	Wed 7 & Thu 8	Thu 20 & Fri 21	Wed 9 & Thu 10	Thu 21 & Fri 22
Presentation Skills	1	£ 475	Thu 1	Fri 7	Thu 3	Fri 8
Project Management Techniques	2	£ 675	Wed 21 & Thu 22	Tue 4 & Wed 5	Wed 23 & Thu 24	Tue 26 & Wed 27
Proofreading	1	£ 475	Thu 29	Wed 12	Thu 31	Wed 13
Speed Reading Skills	1	£ 475	Fri 16	Mon 17	Fri 18	Mon 18
Time Management	1	£ 475	Thu 8	Mon 31	Thu 10	Mon 4
Train the Trainer	2	£ 675	Mon 12 & Tue 13	Thu 13 & Fri 14	Mon 14 & Tue 15	Thu 14 & Fri 15

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