

The wise choice for all your training needs...



## IT Training Courses July 2018 to October 2018

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

All Prices exclude VAT.

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## Management Training Courses July 2018 to October 2018

	Days	Price	July	August	September	October
<b>Management Training</b>						
<b>Communication Skills</b>	1	£ 475	Fri 13	Wed 8	Fri 14	Wed 10
<b>Confidence &amp; Assertiveness</b>	1	£ 475	Fri 20	Thu 9	Fri 21	Thu 11
<b>Management Fundamentals</b>	2	£ 675	Tue 3 & Wed 4	Thu 16 & Fri 17	Wed 5 & Thu 6	Thu 18 & Fri 19
<b>Presentation Skills</b>	1	£ 475	Wed 4	Fri 31	Wed 5	Fri 5
<b>Project Management Techniques</b>	2	£ 675	Wed 18 & Thu 19	Tue 7 & Wed 8	Wed 19 & Thu 20	Tue 2 & Wed 3
<b>Proofreading</b>	1	£ 475	Thu 26	Wed 8	Thu 27	Wed 10
<b>Speed Reading Skills</b>	1	£ 475	Fri 13	Mon 13	Fri 14	Mon 15
<b>Time Management</b>	1	£ 475	Thu 5	Wed 29	Thu 6	Wed 31
<b>Train the Trainer</b>	2	£ 675	Tue 3 & Wed 4	Thu 9 & Fri 10	Wed 19 & Thu 20	Thu 11 & Fri 12

All Prices exclude VAT.