

COURSE SCHEDULE APRIL 2008 - SEPTEMBER 2008

		COURSE TITLE	LEVEL	DAYS	COST	APRIL	MAY	JUNE	JULY	AUG	SEPT
WORD PROCESSING	WORD XP	INTRO		1	£125	7	1	30	7	4	23
		INTER		1	£130	14	8	2	14	11	30
		ADVANCED		1	£135	21	15	9	21	18	3
	WORD 2007	INTRO		1	£125	27	22	16	28	5	10
		INTER		1	£130	28	29	23	1	12	17
		ADVANCED		1	£135	8	2	3	8	19	24
	WORD VBA	INTRO		2	£460	RUN ON DEMAND					
SPREADSHEETS	EXCEL XP	INTRO		1	£125	15	9	10	15	26	4
		INTER		1	£130	22	16	17	22	6	11
		ADVANCED		2	£300	29/30	23/24	19/20	29/30	13/14	1
	EXCEL 2007	INTRO		1	£125	9	30	4	9	20	25
		INTER		1	£130	16	12	11	2	27	5
		ADVANCED		2	£300	23/24	13/14	17/18	16/17	7/8	8/9
	EXCEL	MACROS & Visual Basic		2	£480	RUN ON DEMAND					
DATABASES	ACCESS XP	INTRO		2	£320	18/19	6/7	24/25	23/24	14/15	15/16
		INTER		1	£170	30	13	30	30	21	12
		ADVANCED		1	£180	3	20	4	3	28	19
		VBA		2	£480	RUN ON DEMAND					
	ACCESS 2007	INTRO		2	£320	10/11	27/28	2/3	10/11	4/5	29/30
		INTER		1	£170	17	7	26	17	1	26
		ADVANCED		1	£180	18	14	6	24	8	1
		VBA		2	£480	RUN ON DEMAND					
	PRESENTATION AND DTP	QUARK XPRESS	INTRO		1	£220	25	21	13	31	14
COREL DRAW		INTRO		1	£220	28	28	20	4	21	15
ILLUSTRATOR		INTRO		1	£200	29	1	27	11	28	22
PUBLISHER		INTRO		1	£170	30	8	30	18	15	29
PAGEMAKER		INTRO		1	£190	7	15	2	25	22	2
PHOTOSHOP		INTRO		1	£220	8	22	9	7	29	9
		ADVANCED		1	£240	14	29	16	14	18	16
POWERPOINT XP		INTRO		1	£160	21	2	23	21	5	23
		ADVANCED		1	£170	28	9	3	28	4	30
POWERPOINT 2007		INTRO		1	£160	15	16	10	1	11	3
		ADVANCED		1	£170	22	23	17	8	18	10
VISIO		INTRO		1	£170	29	30	24	15	12	17
		ADVANCED		1	£180	9	12	4	22	19	24

All relevant courseware and manuals are included in the price, and lunch is provided for all full day courses taken at our training rooms

Free unlimited support is offered to all delegates who attend our courses on the modules they have covered.
Prices exclude VAT.